

Readfield Select Board
August 23, 2021, Meeting Agenda
Select Board Meeting starts: 5:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Executive Session (5:30pm - 6:30pm)

The Select Board will hold an executive session to review two poverty abatement requests pursuant to 1 MRSA, Section 405, subsection 6(F)

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

22-013 - Minutes: Select Board meeting minutes of July 19 and August 2, 2021.

22-014 - Warrants: #5-8

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff Reports - 5 min.

- Treasurer's Report - July 2021
- Town manager's Report
- CEO Report

Boards, Committees, Commissions & Departments - 10 min.

- Assessors minutes of July 29, 2021
- Age Friendly Committee minutes of June 9, 2021
- Cemetery Committee minutes - various
- Comprehensive Plan Committee Update

Public Communication - Members of the public may address the Select Board - 5 min.

Appointments, Re-appointments, and Resignations - 5 min.

22-015 - Consider the appointment of a Select Board Member and the Town Manager to the KVCOG General Assembly.

22-016 - Consider the appointment of Chris Cheney to the Comprehensive Plan Committee.

Public Hearing - 10 min.

The Select Board will hold a Public Hearing to consider a Remote Meeting Policy pursuant to Title 1 M.R.S.A. § 403-B.

Old Business - 15 min.

22-009 - Consider a Remote Meeting Policy (second reading) - 5 min.

22-011 - Discuss the possibility of a November Special Town Meeting - 5 min.

21-068 - Consider next steps for investigating broadband internet and the possibility of a local Fiber to the Home (FTTH) network - 5 min.

New Business - 25 min.

22-017 - Consider taking action on the poverty abatements discussed during the executive session - 5 min.

22-018 - Consider action on sending the record of the vote on Article 41 on the June 8, 2021 Town Meeting ballot in accordance with the language of the article - 5 min.

22-019 - Consider a report on the August 2nd Select Board Retreat - 5 min.

22-020 - Schedule the Annual Chairs Meeting and discuss potential agenda items - 5 min

22-021 - Consider expanding the Comprehensive Plan Committee from 7 voting and 2 alternate members to 11 voting members - 5 min.

Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.

Adjournment

Future Agenda Items and Goals - Proposed DRAFT

Future Agenda Items

- 22-XX - Discuss Select Board Contact Information and Communications - 5 min.
- 22-XX - Discuss the Transfer Station management transition process - 5 min
- 22-XX - Consider a revised rental policy for the 2nd floor of Gile Hall - 5 min.

Ongoing Select Board Goals:

- TBD

EXECUTIVE SESSION

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, July 19, 2021 – *Unapproved*

Select Board Members Present: Carol Doorenbos, Ralph Eno, Sean Keegan, Dennis Price and Kathryn Woodsum

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Grace Keene, Aaron Neily, Pam Osborne, Chip Stevens (CEO) via ZOOM

Dennis called the Select Board meeting to order at 6:30 pm followed by the Pledge of Allegiance

- **22-001 – Minutes: Select Board meeting minutes of June 21, 2021**
 - **Motion** made by Kathryn to approve the Select Board meeting minutes of June 21, 2021 as presented, **second** by Ralph. **Vote** 5-0 in favor.

- **22-002 – Warrants: #56-58 (FY21)**
 - Ralph reviewed Warrants #56-58
 - **Motion** made by Ralph to approve warrant #56 in the amount of \$2,891.25, **second** by Kathryn. **Vote** 5-0 in favor.
 - **Motion** made by Ralph to approve warrant #57 in the amount of \$36,798.8, **second** by Kathryn. **Vote** 5-0 in favor.
 - **Motion** made by Ralph to approve warrant 58 in the amount of \$7,023.44, **second** by Kathryn. **Vote** 5-0 in favor.

- **22-003 – Warrants: #1-4 (FY22)**
 - Ralph reviewed Warrants #1-4
 - **Motion** made by Kathryn to approve warrants #1-2 A&B in the amount of \$33,042.31, **second** by Ralph. **Vote** 5-0 in favor.
 - **Motion** made by Kathryn to approve warrants #3-4 in the amount of \$79,059.63, **second** by Ralph. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Dennis: Heritage Days August 13 thru 15. Thank you to all the vendors and volunteers so far. Looking for about 6 more volunteers for the weekend. FMI check out the Heritage Days Facebook page or the Readfield Messenger. Special fundraiser for Alexis Michaud. Contact Dennis for more info or to volunteer.
 - Kathryn: This Saturday, July 24 from 8 am to 4 pm, Food composting and recycling event at the Transfer Station.

- **Town Staff Reports**
 - Town Manager Report: Review of Town Manager report dated July 19, 2021
 - Treasurer's Report: Review of June 2021 Treasurer's Report

- **Boards, Committees, Commissions & Departments**
 - Library Board minutes of June 2, 2021
 - Trails Committee minutes of May 26, 2021
 - Conservations Commission minutes of October 13, November 10 & December 8, 2021; January 12, February 9, March 9, April 13 & May 11, 2021

Readfield Select Board
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➤ Recreation Committee minutes of June 15, 2021

- **Public Communications** - *Members of the public may address the Select Board on any topic*
 - None

Appointments, Reappointments and Resignations:

- **22-004 – Consider a slate of Board and Committee Appointments**
 - **Motion** made by Ralph to approve the slate of Board and Committee Appointments as read and presented in the packet, **second** by Kathryn. **Vote 5-0 in favor.**
 - **Motion** made by Sean to appoint Jeffrey Carlson to the Comprehensive Plan Committee as a representative of the Recreation Committee, **second** by Kathryn. **Vote 5-0 in favor.**
- **22-005 – Consider the appointment of Sherene Gilman as the Registrar of Votes**
 - **Motion** made by Kathryn to appoint Sherene Gilman as the Registrar of Voters for a term that expires 01/01/2023 and not 06/30/2022 like previously stated, **second** by Ralph. **Vote 5-0 in favor.**
- **22-006 – Consider a Select Board liaison appointment to the Age Friendly Committee**
 - **Motion** made by Dennis to appoint Ralph as the Select Board liaison to the Age Friendly Committee, **second** by Kathryn. **Vote 5-0 in favor.**

Old Business:

- **21-068 – Consider the next steps for investigating broadband internet and the possibility of a local Fiber to the Home (FTTH) network**
 - Brief update by Eric. Town of Leeds has stepped down and is doing their own thing so still 4 towns actively involved at this time.
- **21-147 – Consider the lease of an Electric Vehicle for use by municipal staff, and the installation of an Electric Vehicle Charging Station**
 - Review by Eric of the information in the packet. Zero out of cost to the town for the 3 year lease. Not looking into the installation of a charging station in Readfield anymore. If approved the vehicle would be purchased sometime in August. Would cut back on employee mileage reimbursement expenditures. Charging cost per year would be around \$63.00.
 - **Motion** made by Sean to proceed with the purchase of a lease for the 2021 Hyundai Kona EV Limited, **second** by Kathryn. **Vote 5-0 in favor.**
- **Public Hearing:** The Select Board will hold a Public Hearing pursuant to the Town's Marijuana Establishments Ordinance for an application by Aaron Neily of Readfield Apothecary, LLC / Moonglow Cannabis for a Medical Marijuana Registered Caregiver Retail Store at 1146 Main St., Readfield.
 - Public Hearing opened at 7:30 pm
 - No public comments
 - Public hearing closed at 7:32 pm

Readfield Select Board
Regular Meeting Minutes – Monday, July 19, 2021 – *Unapproved*

New Business:

- **22-007 – Consider the issuance of a Marijuana Establishment License for Aaron Neily of Readfield Apothecary LLC/Moonglow Cannabis at 1146 Main St, Readfield**
 - Aaron Neily gave a brief overview; would like to open a Marijuana Establishment at 1146 Main Street (not part of the Emporium). Customers would only be those with medical cards and not recreational sales.
 - After discussion amongst the Select Board the concerns that came from them all seemed to be the same and as follows:
 - More detailed information and diagrams relating to security, cameras & lighting, ventilation systems, etc. Scaled drawings with more detail.
 - Detailed floor, security and hours of operation/operation plans.
 - Current caregiver license says cultivations but will not be cultivating, just sales. Would like legal counsel to see if it needs to be changed.
 - Consensus of the Select Board that they cannot find the application as complete for approval.
 - Suggested to check in with other area establishments to get an idea of how they went about opening their businesses.
 - **Motion** made by Ralph to table the application pending additional information proved from the application, **second** by Sean. **Vote** 5-0 in favor.

- **22-008 – Consider the use of ARPA funds for Broadband Planning and Assessment**
 - Review of information in packet and update from Kathryn on the process and funding.
 - **Motion** made by Kathryn to approve allocating \$40,000 to the estimating engineering RFP costs and \$10,000 towards the utility district formations for a total of \$50,000 to broadband expansion in Readfield utilizing only American Recovery Funds, **second** by Ralph. **Vote** 5-0 in favor.

Motion made by Dennis to extend the meeting to 8:55 pm, **second** by Kathryn. **Vote** 5-0 in favor

- **22-009 – Consider a Remote Meeting Policy**
 - First draft presented in packet and reviewed. Public Hearing will have to be held (August). Discussion amongst Select Board; issue with not being able to vote remotely but able to be counted as part of the quorum. To be worked on and discussed at the Select Board retreat.

- **22-010 – Consider a Workers' Compensation Safety Incentive Program and program resolve**
 - Review by Eric of information in packet. 5 to 10 % savings on premiums.
 - **Motion** made by Dennis to accept the Workers Compensation Safety Incentive Program and program resolve as presented in the packet, **second** by Kathryn. **Vote** 5-0 in favor.

- **22-011 – Discuss the possibility of a November Special Town Meeting**
 - FYI: Concerns from Planning Board members as none of the LUO changes/conditions can be made. Special town meeting in November and have several individual articles instead of just one.

- **22-012 – Consider additional Spirit of Americas Awards**
 - **Motion** made by Kathryn to accept the two additional Spirit of America nominations that were send in email, **second** by Ralph. **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – Monday, July 19, 2021 – *Unapproved*

Future Agenda Items:

- Select Board Retreat: Monday, August 2, 4:00-8:00 pm at Town Office
- Next Select Board meeting: Monday, August 23 at 6:30 pm

Motion made by Kathryn to adjourn the meeting at 8:54 pm, **second** by Sean. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

SELECT BOARD RETREAT
Monday, August 2, 2021
(Notes taken by Carol Doorenbos)

GOALS 2020-2021

Continuous Improvement- Goal met, reduced documents of governance from 20 pages down to 4 pages.

Broadband- approved by voters in June. Efforts to be continued to determine funding.

Solar Energy Plan- dead issue. Private plan on Plains Road. Who does the benefit go to?
Can the town benefit as a customer of solar project?

Energy Efficiency is the goal. Participate when it is cost effective.

Church Road Sidewalk- Progressing with help from an 80:20 federal grant.

Makes most sense to have it on same side of the street as the fair grounds.

Local dispute over cutting down trees. The town owns 25 feet from the center line of street.

Parks & Recreation- Public acceptance of budget.

Comprehensive Plan- Voted in and funded. It will be a 10-year guiding document to protect values and what we have as a community. Goal date is November 2022.

Kennebec Valley Council of Governance- Land use and zoning

Salt and Sand Shed- Repair or replace? It was not well sealed and now too deteriorated to repair. New plan for \$150,000 structure to replace with concrete base, metal frame and canvas or plastic cover.

Pension Plan for city workers- Almost done in very quick speed for a 3-year contract.

KEEP GOALS

Governance- Dennis- Keep goal of operational efficiency and ways to improve how we operate and communicate.

Broadband- Kathy & Shawn- Keep continue to work on funding

Energy Efficiency Policy- New Goal on November ballot. Electric car is going to happen with very little funding needed by the town and a decrease in mileage expenses by town workers. Not feasible to have a charging station in town.

Church Road side walk project- Ralph & Age Friendly Committee- part of Downtown Safety Initiative for safe street crossing at downtown corner and at the beach. Includes crosswalk markings and restricted parking to improve visibility.

Comprehensive Plan- Dennis- continue to attend meetings.

Parks & Recreation- Shawn- Support and develop projects of baseball field & basketball court at the fairgrounds, and a shelter at the beach using ARPA funds.

NEW GOALS

Governance- Improve Marijuana and planning board application for more specific requirements on plan of what you need before you approach the board to reduce delays in process. New Minutes Policy that they are due within 2 weeks after meeting. All Boards goal to be more helpful and approachable, and less antagonistic.

Business Revitalization- Carol- Local business focus each month in Messenger. Post office window used to promote trade groups. Attendance at Winthrop Chamber of Commerce or Rotary meetings to partner with them.

Marijuana business establishment professional, location, hours of business, and security.

Heat Pumps at the Town Office and eventually new energy efficient windows

Remote Meeting Policy- require in person attendance unless due to health or travel reasons. This will improve communication where all can be heard better and documents can be shared more easily in person versus remotely.

Public Discourse- Promote civil discourse in all town communication and meetings.

TOWN MANAGER

1. Heat pumps & new windows in Town Office for better energy efficiency.
2. Road paving/ditching/tree removal work coordinated timing together for efficient road work and traffic delays.
3. Business Focus- Carol to work with Kristen for monthly promo of trade groups in Messenger.
4. Code Enforcement Officer & Planning Board provide more details on applications of what is needed for consideration and be more approachable.
5. Civil discourse- How to call a meeting. Open meeting or public input allowed before meeting?
6. Special Town Meeting- Yes, November '21 for Broadband and to split Article 38.

Aug 2, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
5	42	\$ 718,763.97	Warrant	R. Eno	Three	8/2/2021
A	42	\$ 3,576.33	State Fees	R. Eno	One	7/22/2021
B	42	\$ 4,800.08	State Fees	R. Eno	One	7/29/2021
6	59	\$ 23,186.22	Payroll	R. Eno	One	8/2/2021
		SUM \$ 741,950.19				

Indicates public review is required following prior approval
 Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 5& 6

\$741,950.19

Dates: 08/05/2021

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$23,186.22	70241-70256 170241-170256
VARIOUS VENDORS	Accounts Payable	\$718,763.97	70201-70238
	Total	\$741,950.19	70239, 70240 VOID

Date Signed: _____

Dennis Price

Carol Doorenbos

Ralph Eno

Sean Keegan

Kathryn Woodsum

A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	37.87	08/05/21	5	0031 Central Maine Power Co
P	70201	3,576.33	07/22/21	5	0086 SECRETARY OF STATE (MOTOR VEH)
P	70202	4,800.08	07/29/21	5	0086 SECRETARY OF STATE (MOTOR VEH)
R	70203	281.80	08/05/21	5	0015 American Awards, Inc
R	70204	314.99	08/05/21	5	0022 Audette's Hardware
R	70205	266.98	08/05/21	5	0024 Baker & Taylor, Inc
R	70206	2,470.05	08/05/21	5	0590 Cousineau, Inc
R	70207	744.46	08/05/21	5	0635 CPRC Group
R	70208	350.00	08/05/21	5	0119 Criterion Pictures USA Inc
R	70209	7.22	08/05/21	5	0127 Ellen Bowman
R	70210	1,612.48	08/05/21	5	0810 Eric Dyer
R	70211	226.38	08/05/21	5	0464 Fayette General Store
R	70212	850.00	08/05/21	5	0219 HUB International NE LLC
R	70213	200.00	08/05/21	5	0126 Katie Coppens
R	70214	1,216.00	08/05/21	5	0083 Kennebec Cnty Registry Of Deeds
R	70215	5,804.06	08/05/21	5	0760 KVCOG
R	70216	580.15	08/05/21	5	0152 Lowe's
R	70217	2,837.21	08/05/21	5	0458 Lucas Striping, LLC
R	70218	8,123.30	08/05/21	5	0065 MAINE MUNICIPAL EMP. HEALTH
R	70219	137.53	08/05/21	5	0555 MAINE TOWN&CITY MNGMNT ASSN
R	70220	250.00	08/05/21	5	0118 Margaret Chase Smith Policy Center
R	70221	964.17	08/05/21	5	0437 Mechanical Services, Inc
R	70222	19.55	08/05/21	5	0131 Megan Lemieux
R	70223	36.96	08/05/21	5	0132 Noah Ward-Rubin
R	70224	2,775.00	08/05/21	5	0125 Norridgewock Welding
R	70225	236.04	08/05/21	5	0360 North Coast Services LLC
R	70226	103.28	08/05/21	5	0858 PETTY CASH
R	70227	660.00	08/05/21	5	0841 PretiFlaherty
R	70228	677,205.90	08/05/21	5	0069 Regional School Unit#38
R	70229	83.44	08/05/21	5	0147 Ronald Stephens
R	70230	262.33	08/05/21	5	0406 SAM'S CLUB
R	70231	388.00	08/05/21	5	0120 Saturn Business Services, Inc
R	70232	14.28	08/05/21	5	0115 Sherene Gilman
R	70233	20.00	08/05/21	5	0561 Shredding on Site
R	70234	13.17	08/05/21	5	0696 Spectrum
R	70235	23.85	08/05/21	5	0462 STAPLES CREDIT PLAN
R	70236	787.00	08/05/21	5	0817 Torsey Pond Milfoil Program
R	70237	70.00	08/05/21	5	0051 TREAS, STATE OF ME.(ELEVATOR)
R	70238	414.11	08/05/21	5	0765 W.B. Mason Co., Inc

Total 718,763.97

Count

Checks	39
Voids	0

Warrant 5

Vendor-----	Amount	Account-----
00015 American Awards, Inc	281.80	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00022 Audette's Hardware	314.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00024 Baker & Taylor, Inc	27.92	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	25.18	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	213.88	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	37.87	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00590 Cousineau, Inc	2,470.05	SOLID WASTE / TRANSFER STA - CONTRACT SVC / WOOD/BRUSH
00635 CPRC Group	744.46	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00119 Criterion Pictures USA Inc	350.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00127 Ellen Bowman	7.22	COMM SERVICE / Library - ADMIN / MISC.
00810 Eric Dyer	1,582.50	CEMETERIES / CEMETERIES - EQUIP REPLAC / COMPUTER SFT
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00464 Fayette General Store	79.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00464 Fayette General Store	83.37	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00464 Fayette General Store	63.03	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00219 HUB International NE LLC	850.00	PROTECTION / FIRE DEPART - INSURANCE / FF Gap
00126 Katie Coppens	150.00	COMM SERVICE / Library - ADMIN / MISC.
00126 Katie Coppens	50.00	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00083 Kennebec Cnty Registry Of Deeds	1,216.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00760 KVCOG	5,804.06	GENERAL GOVT / Admin - CONTRACT SVC / HAZ WASTE
00152 Lowe's	66.38	REC,PARKS/AT / BEACH - BUILDING O&M / SUPPLIES
00152 Lowe's	56.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00152 Lowe's	42.46	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	144.00	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00152 Lowe's	270.32	Rds & Drain / Road Maint - EQUIP REPLAC / TOOLS
00458 Lucas Striping, LLC	2,837.21	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00065 MAINE MUNICIPAL EMP. HEALTH	2,339.09	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,501.23	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	132.91	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00555 MAINE TOWN&CITY MNGMNT ASSN	137.53	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00118 Margaret Chase Smith Policy Center	250.00	CEMETERIES / CEMETERIES - ADMIN / MISC.
00437 Mechanical Services, Inc	964.17	Maintenance / Bldg Maint - BUILDING O&M / FURNACE MAIN
00131 Megan Lemieux	19.55	CEMETERIES / CEMETERIES - PERSONNEL / MILEAGE
00132 Noah Ward-Rubin	24.64	REC,PARKS/AT / BEACH - PERSONNEL / MILEAGE
00132 Noah Ward-Rubin	12.32	REC,PARKS/AT / BEACH - PERSONNEL / MILEAGE
00125 Norridgewock Welding	2,775.00	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00360 North Coast Services LLC	236.04	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	3.28	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	100.00	COMM SERVICE / Library - ADMIN / MISC.
00841 PretiFlaherty	660.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00069 Regional School Unit#38	288,602.99	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00069 Regional School Unit#38	388,602.91	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT

Warrant Recap

Warrant 5

Vendor-----	Amount	Account-----
00147 Ronald Stephens	83.44	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00406 SAM'S CLUB	80.82	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00406 SAM'S CLUB	29.56	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	151.95	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00120 Saturn Business Services, Inc	388.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00086 SECRETARY OF STATE (MOTOR VEH)	3,576.33	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,800.08	GENERAL FUND / Motor Veh Fe
00115 Sherene Gilman	14.28	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	12.49	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00462 STAPLES CREDIT PLAN	11.36	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00817 Torsey Pond Milfoil Program	787.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00051 TREAS, STATE OF ME.(ELEVATOR)	70.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00765 W.B. Mason Co., Inc	70.92	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	76.22	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	266.97	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

Prepaid Total--	8,414.28
Current Total--	710,349.69
Warrant Total--	718,763.97

Aug 16, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
7	68	\$ 74,399.11	Warrant	R. Eno	Three	8/16/2021
A	68	\$ 8,689.07	State Fees	R. Eno	One	8/6/2021
B	68	\$ 3,880.40	State Fees	R. Eno	One	8/12/2021
8	82	\$ 21,391.77	Payroll	R. Eno	One	8/16/2021
SUM		\$ 95,790.88				

Indicates public review is required following prior approval
 Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 7& 8

\$95,790.88

Dates: 08/19/2021

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$21,391.77	70305-70317 170305-170321
VARIOUS VENDORS	Accounts Payable	\$74,399.11	70258-70304
	Total	\$95,790.88	

Date Signed: _____

Dennis Price

Carol Doorenbos

Ralph Eno

Sean Keegan

Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	19.83	08/19/21	7	0031 Central Maine Power Co
P	999	16.34	08/19/21	7	0031 Central Maine Power Co
P	999	16.34	08/19/21	7	0031 Central Maine Power Co
P	999	107.31	08/19/21	7	0031 Central Maine Power Co
P	999	278.09	08/19/21	7	0031 Central Maine Power Co
P	999	212.32	08/19/21	7	0031 Central Maine Power Co
P	999	124.09	08/19/21	7	0031 Central Maine Power Co
P	70258	4,308.38	08/05/21	7	0086 SECRETARY OF STATE (MOTOR VEH)
P	70259	60.00	08/05/21	7	0509 TREAS., STATE OF MAINE (DEP)
P	70260	49.00	08/05/21	7	0100 TREAS., STATE OF MAINE (DOGS)
P	70261	3,766.69	08/05/21	7	0098 TREAS., STATE OF MAINE (IFW)
P	70262	505.00	08/05/21	7	0103 TREAS.,STATE OF MAINE (PLUMB)
P	70263	3,880.40	08/12/21	7	0086 SECRETARY OF STATE (MOTOR VEH)
R	70264	2,500.00	08/19/21	7	0037 30 Mile River Watershed Association
R	70265	341.66	08/19/21	7	0643 A.A.A. PORTABLE TOILETS
R	70266	2,973.75	08/19/21	7	0599 Archie's Inc.
R	70267	141.41	08/19/21	7	0024 Baker & Taylor, Inc
R	70268	476.00	08/19/21	7	0384 BDS Waste Disposal, Inc
R	70269	525.00	08/19/21	7	0002 Casco Bay Advisors, LLC
R	70270	3,500.00	08/19/21	7	0921 Central Maine Pyrotechnics, Inc
R	70271	170.17	08/19/21	7	0072 Consolidated Communications
R	70272	260.00	08/19/21	7	0183 Copies, Etc.
R	70273	600.00	08/19/21	7	0453 Cushing Construction, LLC
R	70274	246.28	08/19/21	7	0113 Daniel G Tyler
R	70275	1,500.00	08/19/21	7	0591 David Ledew
R	70276	1,000.00	08/19/21	7	0771 Family Violence Project
R	70277	430.56	08/19/21	7	0444 Greg Durgin
R	70278	24.00	08/19/21	7	0791 Group Dynamic Inc
R	70279	3,500.00	08/19/21	7	0221 Joseph A. Ferrannini
R	70280	95.00	08/19/21	7	0083 Kennebec Cnty Registry Of Deeds
R	70281	1,303.28	08/19/21	7	0843 Knowles Lumber Company
R	70282	50.00	08/19/21	7	0612 Lisa Johnson
R	70283	8,123.28	08/19/21	7	0065 MAINE MUNICIPAL EMP. HEALTH
R	70284	60.00	08/19/21	7	0303 MAINE TOWN & CITY CLERKS ASS'N
R	70285	1,898.75	08/19/21	7	0424 Main-Land Dev. Consultants, Inc
R	70286	950.00	08/19/21	7	0095 MARANACOOK CAL RIPKEN BASEBALL
R	70287	79.50	08/19/21	7	0229 Melissa A Small
R	70288	379.18	08/19/21	7	0413 Minuteman Sign Centers, Inc
R	70289	24.64	08/19/21	7	0132 Noah Ward-Rubin
R	70290	103.71	08/19/21	7	0360 North Coast Services LLC
R	70291	539.01	08/19/21	7	0264 Northland JCB
R	70292	162.85	08/19/21	7	0858 PETTY CASH
R	70293	77.37	08/19/21	7	0640 Pitney Bowes, Inc
R	70294	900.00	08/19/21	7	0841 PretiFlaherty
R	70295	45.00	08/19/21	7	0406 SAM'S CLUB
R	70296	500.00	08/19/21	7	0116 Samuelson Lytfi Shain
R	70297	239.91	08/19/21	7	0462 STAPLES CREDIT PLAN
R	70298	5,442.34	08/19/21	7	0681 Treas,State Maine (Pub Safety)

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	70299	20.00	08/19/21	7	0215 Treas., State of Maine (water)
R	70300	1,164.00	08/19/21	7	0032 Troiano Waste Service,Inc
R	70301	1,009.63	08/19/21	7	0495 United AG & Turf NE
R	70302	12,879.12	08/19/21	7	0709 WASTE MANAGEMENT OF PORTLAND
R	70303	117.08	08/19/21	7	0273 WINTHROP AUTO SUPPLY
R	70304	6,702.84	08/19/21	7	0097 Winthrop, Town of
Total		74,399.11			

Count	
Checks	54
Voids	0

Warrant Recap

Warrant 7

Vendor-----	Amount	Account-----
00037 30 Mile River Watershed Association	2,500.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00643 A.A.A. PORTABLE TOILETS	191.66	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00643 A.A.A. PORTABLE TOILETS	150.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00599 Archie's Inc.	2,973.75	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00024 Baker & Taylor, Inc	100.63	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00384 BDS Waste Disposal, Inc	476.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / Tires
00002 Casco Bay Advisors, LLC	525.00	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00031 Central Maine Power Co	19.83	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.34	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.34	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	107.31	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	278.09	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	212.32	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	124.09	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00921 Central Maine Pyrotechnics, Inc	3,500.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00072 Consolidated Communications	53.62	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	55.31	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	61.24	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	108.00	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00183 Copies, Etc.	152.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD OTHER
00453 Cushing Construction, LLC	600.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00113 Daniel G Tyler	246.28	GENERAL GOVT - OTHER INCOME
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00771 Family Violence Project	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00444 Greg Durgin	430.56	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00221 Joseph A. Ferrannini	3,500.00	CEMETERIES / CEMETERIES - CONTRACT SVC / CEM STONE RP
00083 Kennebec Cnty Registry Of Deeds	95.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00843 Knowles Lumber Company	1,303.28	CAPITAL IMPR / Transfer Sta - ADMIN / MISC.
00612 Lisa Johnson	50.00	GENERAL FUND / Gile Hall
00065 MAINE MUNICIPAL EMP. HEALTH	2,339.09	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,501.23	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	132.89	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00424 Main-Land Dev. Consultants, Inc	1,898.75	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00095 MARANACOOK CAL RIPKEN BASEBALL	950.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00229 Melissa A Small	33.58	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00229 Melissa A Small	45.92	COMM SERVICE / Library - ADMIN / MISC.
00413 Minuteman Sign Centers, Inc	379.18	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly

Warrant Recap

Warrant 7

Vendor-----	Amount	Account-----
00132 Noah Ward-Rubin	24.64	REC,PARKS/AT / BEACH - PERSONNEL / MILEAGE
00360 North Coast Services LLC	103.71	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00264 Northland JCB	539.01	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00858 PETTY CASH	30.25	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	34.10	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	4.65	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	93.85	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Walker Mower
00640 Pitney Bowes, Inc	77.37	GENERAL GOVT / Office Equip - ADMIN / POSTAGE
00841 PretiFlaherty	900.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00406 SAM'S CLUB	45.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00116 Samuelson Lytfi Shain	500.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00086 SECRETARY OF STATE (MOTOR VEH)	4,308.38	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,880.40	GENERAL FUND / Motor Veh Fe
00462 STAPLES CREDIT PLAN	110.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	118.75	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	10.18	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00681 Treas,State Maine (Pub Safety)	5,442.34	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00509 TREAS., STATE OF MAINE (DEP)	60.00	GENERAL FUND / Plmg-DEP SUR
00100 TREAS., STATE OF MAINE (DOGS)	49.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	3,766.69	GENERAL FUND / Rec Veh Fees
00215 Treas., State of Maine (water)	20.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00103 TREAS.,STATE OF MAINE (PLUMB)	505.00	GENERAL FUND / PLUMB-STATE
00032 Troiano Waste Service,Inc	1,065.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	99.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00495 United AG & Turf NE	96.91	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00495 United AG & Turf NE	692.72	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00495 United AG & Turf NE	220.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00709 WASTE MANAGEMENT OF PORTLAND	2,232.54	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,223.85	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	7,401.59	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00273 WINTHROP AUTO SUPPLY	117.08	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00097 Winthrop, Town of	6,702.84	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH

Prepaid Total--	13,343.79
Current Total--	61,055.32
Warrant Total--	74,399.11

COMMUNICATIONS

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

Code Enforcement –Chip Stephens YTD July 30 2021

By the numbers

	Number		Fees
Building Permits 2020 to 7/30/20	42		3392.00
Building Permits 2021 to 7/30/21	53	+21%	4838.00
Plumbing Permits 2020 to 7/30/20	25		4170.00
Plumbing Permits 2021 to 7/30/21	43	+42%	7645.00

Many preparing for 2022 by installing septic systems this year

We had a cluster of lake camps with septic tank failures (Maranacook)

Issues and Trends

Subdivisions continue to populate after years of quiet

Compliance on getting permits and inspections, both homeowners and contractors

The Mill Pond Road continuing saga Community angst

Asks from CEO

Consider special meeting to consider revised ordinances not passed last month

Consider Blight Ordinance, draft submitted for review

Consider ordinance on Porta Johns, not an acceptable septic solution

Consider a rule on storage trailers, getting cheap and are not attractive

Respectfully submitted by RC Stephens CEO LPI August 2, 2021



DRAFT

READFIELD TRANSFER STATION

14 Recycle Road • READFIELD, MAINE 04355

Tel. (207) 685-3144

Email: transferstation@readfieldmaine.org

Brush Pile Rules

All members of the general public, contractors, and other facility users must comply with the following rules:

1. **See Attendant before dropping off any brush. No material can be placed in the pile without attendant approval.**
2. The brush pile is intended for clean brush only. Other materials cause operational and disposal challenges. The following materials are **not** accepted in the brush pile:
 - a. Stumps
 - b. Logs or chunks of wood
 - c. Brush with limbs larger than 8" in diameter
 - d. Brush that is rotted or decomposing
3. Attendants may require the removal of any unacceptable material deposited in the brush pile.
4. Brush Pile users may be required to demonstrate that brush is coming from properties in Fayette, Readfield or Wayne. Brush from outside these three municipalities will not be accepted.
5. Large amounts of brush may not be accepted at the discretion of the attendant.
6. No use of chain saws, circular saws, or other power tools on the Transfer Station property.
7. No smoking.
8. Violation of these rules may result in limited or revoked use of the Brush Pile.

Thank You!

Assessors' Minutes
July 29, 2021

Present: Dennis Price, Carol Doorenbos, Ralph Eno, Eric Dyer-Town Manager, David Ledew-Assessors' Agent

Chairman Price called the meeting to order at 5:30p.m.

The first order of business was election of officers for the new fiscal year. Mr. Eno moved a slate of Dennis Price as chair, Carol Doorenbos as vice chair and Ralph Eno as secretary which was seconded by Mr. Price. The motion carried unanimously.

Next, on a motion by Mr. Eno, seconded by Mr. Price, the minutes for the previous meeting were unanimously approved. Ms. Doorenbos abstained.

Mr. Ledew then outlined the elements comprising the expense side of a municipal budget and Mr. Dyer explained the Overlay calculation. Mr. Ledew also reported that valuation of taxable property has grown by some three million dollars, or one and one half per cent.

Key items in the municipal tax rate calculation for the Town of Readfield for the 2021-2022 fiscal year include:

Total taxable valuation of real estate and personal property- \$291,720,195

Local education appropriation- \$3,463,235

Discussion followed on considerations involved in setting the mil rate for the fiscal year. It was the sense of the meeting that revenue projections will permit a modest mil rate reduction without a negative impact on the town's undesignated fund balance, protecting Readfield's ability to keep the tax rate stable in budget out years.

Upon a motion by Mr. Eno, seconded by Ms. Doorenbos, the board voted unanimously to set the mil rate at 0.01579 to generate a \$4,606,261 Tax for Commitment for the fiscal 21-22 fiscal year.

Chairman Price then adjourned the meeting at 6:25 p.m.

Respectfully submitted,
Ralph Eno
For the Board of Assessors

MINUTES
AGE FRIENDLY COMMITTEE
June 9, 2021

Present: Romaine Turyn, Marianne Perry, Maggie Edmondson, and Ann Mitchell. Ed Dodge was excused due to another commitment. Donna McGibney has resigned due to ongoing health issues. Those present signed a card wishing her a full recovery.

This in-person meeting at the Town Office was called to at 9:00 am by Romaine Turyn

The minutes of the May meeting were corrected and accepted.

Old Business and Updates:

1. Marianne recently celebrated a birthday! Congratulations to her from each of us.
2. Bicentennial trees. Marianne reported on the status of the recently planted memorial trees. The Case Cemetery tree needs watering of about a gallon maybe twice weekly. The Fairgrounds tree is thriving, but members should still try to water it when they are able.
3. Community Foundation Grant. Bluestone gravel has been purchased. The bench remains to be purchased. There was discussion that we should purchase signage to be attached to the bench.

New Business:

1. Heritage Days will be held August. The original pulling stones from past years will be pulled out by oxen. The event is organized by the Readfield Historical Society. The site preparation for this exhibit was funded by the Maine Community Foundation Grant.
2. Promoting our Committee. Members discussed how we could promote our efforts better. The following are potential ways:
 - a. Designate a member as a PR person
 - b. Start ReadfieldU in September
 - c. Promote it during ongoing Town events at the Meeting House, and at music events, strawberry festival, and pumpkin "patch".
3. Community Challenge Grant. Romaine announced we have been selected as one of the 10 winners out of 3,000+ submissions. This means money for
 - a. 8 new, red Adirondack chairs for the beach

- b. a floating dock for easier getting into and out of kayaks
 - c. Adirondack chairs for the Library as well as table and chairs for outside for WIFI users and special events and speakers
 - d. New, larger, roadside signage for the Maranacook Food Bank
 - e. Durable metal cart for transporting food to curbside for pickup.
- There is an increasing number of older residents using this food service.

The meeting adjourned at 9:45.

The next meeting will be held at the Town Office on Wednesday, July 14, 2021 at 9:00 am.

Respectfully submitted, Ann Mitchell

Cemetery Committee Meeting Minutes for August 19, 2020

Conforming to Cononavirus rules, we met, masked and distanced, in lawn chairs under shady maples at the East Readfield Cemetery.

The meeting started at 1:00 p.m.

Present: Andrews Tolman - Chair, Deb Doten, Brenda Lake, Grace Keene, Pam Osborn, Ben Rodriguez - Sexton

Minutes of the previous meeting, June 17, 2020, convened via ZOOM Video
Teleconferencing: Accepted

Sexton's Report by Ben Rodriguez: Ben conducted a tour of recent work repairing, resetting, and straightening twelve old marble and slate tombstones, a complicated process. This work was, in addition, instruction for Ben as the Town has tools and equipment for accomplishing some of this type of work ourselves (on stones, not on monuments). Leading the project was Mr. Joseph Ferrannini of Grave Stone Matters, from Albany, New York. The cost for his services was \$700.00 a day for these five days (10-12 hour days) in the East Readfield cemetery for a total of \$3, 500.00. The repaired stones look hardy. Thank you, Ben.

Planning: We discussed starting work on trimming needy trees in the cemeteries now that we are in a new budget year. Ben will start identifying specific trees needing first attention. Select, over-tall leaders on a lilac near the north-east corner of East Readfield will be trimmed to the ground. This should encourage lower, bushy growth. A granite bench was suggested for the Kents Hill Cemetery.

Ben acknowledged how helpful Logan Watts was for four months this summer, especially with additional daily cleaning and other tasks in town buildings and the transfer station required due to the Coronavirus pandemic. He suggested one full-time seasonal worker would be very helpful although perhaps not anticipated.

Other business: We discussed the need for several new committee members and mused about the best times of day to meet to best accommodate members, a perennial question.

Warren Norris has stepped away from meetings for a while. We welcome his return when he can rejoin us.

Our next meeting is planned for September 16, 2020 (our usual third Wednesday), 1:00, at Case Cemetery, again on lawnchairs, masked and distanced acknowledging the Coronavirus pandemic.

The meeting adjourned at 2:39 p.m.

Respectfully submitted,
Pam Riley Osborn, Secretary pro tem

Cemetery Committee meeting minutes for September 16, 2020.

Present: Andrews Tolman, chair; Grace Keene; Brenda Lake; Marianne Perry; Pam Osborn; Ben Rodriguez, Sexton.

Absent: Warren Norris, Karen Peterson, Deb Doten, Sandra Rourke.

The meeting started at 1:05 p.m. We met on lawn chairs, masked and distanced at the Case Cemetery.

Minutes for previous meeting, August 19, 2020. Motion to accept with changes was made by Marianne Perry, seconded by Grace Keene, approved by all.

Sexton's Report. The large, dead tree (5' 4" in diameter!) at Whittier Cemetery has been downed and removed and cleanup is complete. Work was done by G.S. Goucher Tree Service of the Stanley Road. The quote was \$1,400. Two marble stones need to be reset. A suggestion was made to plant a replacement tree or trees and hold a ceremony to include the McPhedran family. Bob and Joan Mohlar own the field surrounding this cemetery; permission will be obtained from them before proceeding.

Ben hopes to begin work before winter on other needy trees in the Huntoon, East Readfield, Readfield Corner, and Kents Hill cemeteries.

At Kents Hill, Ben plans to remove part of a shrub that has overgrown its boundary and into another lot.

Ben has mowed and weed-whacked at Case, Dudley Plains, and Huntoon, and continues where needed.

A recent MOCA (Maine Old Cemetery Assn.) newsletter included mention of a grave marker in Case for a child who died after being kicked by a horse.

Ben asked for assistance in doing research to find the best software for cemetery recordkeeping. Our budget has money available for this and for additional tree work.

Ben's brother will shadow him for a University of New England class in Environmental Stewardship, regarding green burial.

Ben, with assistance from Marianne Perry, will write an article for the Readfield Messenger describing the duties and pleasures of inclusion on our Cemetery Committee and in hopes a potential member might be enticed to join us.

Our next meeting will be held out of doors on lawn chairs, masked and distanced, at the Dudley Plains cemetery on the Plains Road, Wednesday, October 21, at 1:00.

The meeting ended at 2:38 p.m.

Respectfully submitted,

Pam Riley Osborn, Secretary pro tem

Cemetery Committee minutes for November 18, 2020, meeting via ZOOM.

Present: Andrews Tolman, chair; Grace Keene, Brenda Lake, Deb Doten, Marianne Perry, Pam Osborn, Ben Rodriguez, Sexton. Absent: Warren Norris, Sandra Rourke

The meeting started at 1:07 p.m. and was conducted via Zoom due to distancing requirements by the Coronavirus pandemic.

Minutes for the previous meeting on September 16 were accepted; moved by Brenda Lake, seconded by Grace Keene, passed. No meeting was held in October.

Sexton's Report: This morning Ben posted to us his extensive sexton's report. Please attach that document to our final minutes for today's meeting. Some highlights were discussed:

No more interments are anticipated for this year.

Fall cleanup leaves us in good shape for winter although some tree limbs fell during the recent storm.

Most were weatherbeaten but Ben collected for use next year any useable veteran's flags. We have ca. 144, he recommends we purchase another three gross (144 x 3).

We also need more bronze marker/flag holders with metal poles. In subsequent posts Grace and Brenda each recommend markers manufactured in the USA.

We plan to again display holiday wreaths at the entrance to our seven cemeteries. Ben has saved some reusable bows. We plan to purchase eleven wreaths from Longfellow's as we did in 2019 for a cost of \$220.

Ben again mentioned hopes for assistance in choosing software for cemetery records/maps. Winter is a good time to work on this.

A request for proposal was not yet written for needed tree work in Readfield Corner, East Readfield, Huntoon, and Kents Hill cemeteries.

For summer 2021 Ben hopes we may again invite Joe Ferrannini for another three-to-five August days of stone cleaning and repair. We might consider offering a stone-cleaning walk-through explaining best-practices for families who hope to maintain the graves of their forebears who are interred in our cemeteries.

Budget Committee: has not yet met but should do so soon. We may have a difficult year ahead. The Town of Readfield budget may be affected by the coronavirus pandemic however our committee is, of course, ready to help support the Town in this. We anticipate the following financial needs: the East Readfield berms might need \$400 to \$1,000; tree repair and improvement of stones; and planned-for decoration of graves, but we will work with the budget.

We are looking for two new committee members.

Next meeting will be by ZOOM on the third Wednesday, December 16, 2020, at 1:00. Ben will invite us into the Town of Readfield meeting.

The meeting ended at 1:47.

Respectfully submitted,
Pam Riley Osborn
Secretary pro tem.

Cemetery Committee minutes for December 16, 2020

Present: Andrews Tolman, chair; Grace Keene; Brenda Lake; Marianne Perry; Pam Osborn; Ben Rodriguez, Sexton. Absent: Deb Doten, Warren Norris, Sandra Rourke.

The meeting started at 1:05 p.m. and was conducted via Zoom due to distancing requirements of the Coronavirus pandemic, now in its 40th week. Vaccines are first offered in the US today.

Minutes for the previous meeting on November 18 were accepted. Move to approve by Marianne Perry and seconded by Brenda Lake.

Sexton's Report: Ben's report included photos, was sent separately, and should be included with these minutes. He noted damage to trees at Huntoon Cemetery due to the recent storm, but fortunately, no damage to stones occurred. He will be visiting some cemeteries soon with bidding RFP arborists and will discuss damage and clean-up with them.

Holiday wreaths are displayed on cemetery entrances and look very festive. Ben is examining possibilities of partnering with Wreaths Across America for next year. He estimates we have gravesites for ca 100 veterans.

Mapping and record-keeping software details for several vendors have been sent to Andrews and Deb. They will meet with Ben to discuss the most appropriate for Readfield, demonstrate them to the Cemetery Committee, and when we select the best, will present our choice to the Select Board.

Ben's winter focus includes gathering and adding documents and photos of our cemeteries to the TofR web page. He asks for photos any of us can lend; Brenda and Marianne have already offered some to add to Ben's.

Tree work RFP: The treemap for Huntoon Cemetery is completed. Ben will accompany interested arborists to East Readfield, Readfield Corner, Huntoon, and Kents Hill (branch removal) Cemeteries. The RFP will be sent out soon.

Budget: Andrews presented our committee's updated budget for 2021. It is relatively conservative, a little smaller than 2020's. We want to take good care of our trees, find a good cemetery digitation software vendor, recognize our veterans' lots with appropriate markers and flags, and provide upkeep for the planted berms at East Readfield. Useable are some unspent 2020 funds for wall repair.

Grace asked about \$6,000 for stone repair/instruction with Joe Ferrannini who worked here last summer. Ben explained \$3,500 is for Ferrannini stone repair and \$2,500 for Collette Monuments in Lewiston who will work with us this spring 2021.

Marianne asked about \$10,000 for crypt repair. This need was mentioned in Helen Watts' report of five years ago. The Readfield Corner crypt near the road has been repaired and looks good, the crypt in the back still needs work. A water supply to Readfield Corner Cemetery might cost

\$5,000. Possibilities are to somehow connect to the Town water supply to Readfield Corner which would entail going under the road or drilling a new well. A source of water in that cemetery would be helpful to visitors watering plantings.

The East Readfield drilled well pump has been disabled for winter to prevent freezing and subsequent damage.

Grace asked about the expense of computer mapping software: \$5,000 in 2020, \$8,000 in 2021. Andrews is trying to elicit a response from Town Manager Eric Dyer on this item, and in particular information on ARC GIS. Discussion: if this is an important project, this is probably the time to do it and afford the expense. A reduction in our budget, due perhaps to coronavirus circumstances, might occur regarding this line but we will plow ahead and cut it if need be. Ben will ask Eric his opinion on our software project and its expense, and about his thoughts on ARC GIS.

The Perpetual Care Fund on October 31, 2020, held \$157,141.06. Of that, available to this committee is \$77,791.06. Funds are increased through earned interest and on a portion of lot sales.

Other Business: Eva Smith of the South Road asked Grace to relay to our committee that "our cemeteries are absolutely beautiful".

Thank you, Eva, we agree and we thank you for conveying your appreciation of them.

The meeting ended at 1:52 p.m.

Our next meeting will be held by zoom, January 20, 2021, at 1:00 p.m. Ben will invite us.

Respectfully submitted,

Pam Riley Osborn

Secretary pro tem

Draft after committee members' additions/corrections. Thanks.

Cemetery Committee minutes for January 20, 2021.

Present: Andrews Tolman, chair; Grace Keene; Brenda Lake; Marianne Perry; Pam Osborn; Ben Rodriguez, Sexton.

Absent: Warren Norris, Sandra Rourke. Deb Doten has submitted her resignation.

The meeting started at 1:13 p.m. and was conducted via Zoom due to distancing requirements of the Coronavirus pandemic, now in its 45th week. Today we celebrate the inauguration of Joe Biden, President; and Kamala Harris, Vice President of the United States.

Minutes for the previous meeting held on December 16, 2020 were passed without dissent. Moved to approve by Grace Keene and seconded by Brenda Lake.

It was noted that Deb Doten has moved to Hallowell and after years of valuable service as one of our anchors, will no longer sit on this committee. She will be greatly missed. Andrews will write Deb a note of our support and thanks.

Sexton's Report by Ben Rodriguez: The RFP for tree work at Readfield Corner, East Readfield, Huntoon, and Kents Hill cemeteries will soon be completed.

Ben has been considering record-keeping and digital mapping software options and finds that the Town's ARC GIS may work for our needs, too. We might be required to pay a consultant to add the app for our particular use but this may still be a most efficient solution.

Ben added his photos and a slide show by Brenda Lake to the Cemetery Department link from the T of R web page.

Ben hopes that Joe Ferrannini will again travel here to repair and instruct in gravestone repair, perhaps in late August.

Several bronze veteran flag markers plus two plastic ones as emergency stand-ins have been purchased. This depletes the budget in that line for this year.

Old Business: Budget: Bruce Burgoine, Chair of the Select Board, requests that each department budget very carefully for next year. Andrews will present our committee's updated budget which is relatively conservative, even a little smaller than was last year's. We will submit it as is and try to reduce it if requested to.

New Business: Marianne has noticed overgrown shrubbery that needs attention. Brenda volunteered to assist. Grace reports that the East Readfield berms look fine - no winter deer damage. She notes our handsome Christmas wreaths at entrances need more secure fastening. Several have been found blown down. Ben will look into the task for next year. We all agree that wreaths should stay on display until the end of February unless they are looking worn before then.

Discussed were the several vacancies on the Board, one immediate and three coming in June. Deb's term expires this June, as will Warren's, Grace's, and Andrews's. Our three-year terms should be staggered but don't seem to be.

Discussion ensued about changing our meeting day and time to ones more convenient for all. We've decided upon the third Monday of the month at 10:30 a.m. However, to avoid Presidents' Day, our February meeting will be held the fourth Monday, February 22, at 10:30 a.m. Ben will inform Deb Nichols, Town Clerk, of the changes for addition to the Town calendars. The March meeting will occur March 15, 2021 at 10:30 a.m. Ben will invite us by email into these Zoom meetings.

The meeting ended at 1:48 p.m.

Respectfully submitted,

Pam Riley Osborn

Secretary pro tem

Cemetery Comm. minutes for meeting February 22, 2021. Draft after vetting by chair, sexton, and committee. Changes made 3-4-2021

Present: Andrews Tolman, chair; Grace Keene; Brenda Lake; Pam Osborn; Ben Rodriguez, Sexton.

Absent: Warren Norris, Sandra Rourke, Marianne Perry, new member - Karen Peterson.

The meeting started at 10:35 a.m. and was conducted via Zoom due to distancing requirements of the Coronavirus pandemic, now in its 49th week. A quorum was not present so no business beyond reports was transacted.

Minutes for the previous meeting: Without a quorum, we have not yet accepted January's minutes.

Sexton's Report by Ben Rodriguez: Ben continues to meet with several arborists regarding RFPs for tree work at Readfield's Huntoon cemetery. So far respondents are: Taylor Stevenson, Andrew Poulin, and Josh Fournier. Ben hopes to interest several more. RFPs are due March 1. The contract will be presented for approval, or not, by the Standing Committee during its meeting on March 15, 2021, 6:30 p.m.

Ben and Andy met with CemSites to discuss software for cemetery mapping and record keeping. They offer "a nice package" but which is quite costly especially right now during this pandemic and its economic impact. The core bundle for raw software is \$5,000 plus a \$1,200 per year annual license.

We are hoping for a summer cemetery intern partially paid through a Municipal Interns Grant through the Margaret Chase Smith Foundation, a project of the University of Maine. Town Manager, Eric Dyer, is on board. If approved by the Selectboard and engaged, the student intern will do field GPS locating and will work in addition to the regular summer help hired by the T of R .

Kennebec Land Trust met with Ben to discuss best practices for our Huntoon tree removal plans. Huntoon abuts KLT land and both organizations want to protect the area from invasive species taking over once trees are removed, letting sun in and encouraging growth.

New Business: We happily welcome Karen Peterson back onto the committee.

We are charged with finding another enthusiastic, potential, cemetery committee member.

In the absence of a quorum no other business took place.

The meeting adjourned at 11:04 a.m.

Our next meeting will be by Zoom on March 15, 2021 (the third Monday), at 10:30 a.m. Ben will invite us.

Cemetery Committee minutes for meeting March 15,2021.

Present: Andrews Tolman, chair; Grace Keene; Pam Osborn; Brenda Lake; Marianne Perry; Karen Peterson; Ben Rodriguez, Sexton.

Absent: Warren Norris; Sandra Rourke.

The meeting started at 10:33 a.m. and was conducted via Zoom. We have just reached the one-year-mark of this Coronavirus pandemic.

Minutes for the two previous meetings: Approval of the January and February 2021 meetings were approved and accepted without dissent. Moved to approve by Brenda Lake, seconded by Grace Keene.

Sexton's Report by Ben Rodriguez: Ben contacted eight arborists seeking RFPs for tree work at Huntoon Cemetery. He met with five and two responded with bids. The two submissions were from Taylor Stevenson of Stevenson Solutions requesting \$3,500 and from Spicer Tree Specialists asking \$12,150. A motion was made by Grace, seconded by Marianne Perry and we unanimously voted to recommend Stevenson Solutions to the Select Board at this evening's meeting.

Ben has applied to the Maine Municipal Association's 2021 Summer Municipal Intern Grant Award. If the Town of Readfield receives the \$2,000 award it would partially help cover the cost for a summer intern. We should hear back from the Maine Municipal Association by April 1st, 2021.

Ben is currently working on vital record data (and comparing them to burial cards), currently in an Excel database, and transferring them to a new comprehensive Excel document.

New Business: Grace was contacted by Town Finance Officer Theresa Shaw who asked if we should transfer some of the \$14,000 currently in a "carry-over account" to a "capital reserve account." After some discussion Brenda moved and Marianne seconded a motion which unanimously passed, and Andrews Tolman is authorized to transfer \$10,000 to the Capital Reserve Fund.

Grace expressed hopes we may soon spend \$1,500 earmarked for tombstone repair by Collette.

Discussion ensued about the need to replace committee members whose terms will end in June: Warren Norris, Andrews, Grace, and Marianne. (The latter three each plan to resubscribe for one more three-year term, we don't know Warren's plan but we all urge him to return.) Karen Peterson's term runs until June 2023.

We briefly discussed the possibility of conducting several tours of our cemeteries, perhaps led by Dale Potter Clark. This might be of interest to folks interested in local history, the design and maintenance of tombstones, our park-like cemeteries and gardens, birding, enjoying a pleasant walk, and may even attract some to join our committee. More anon.

Our next regular meeting is slated for April 19, which is Patriots' Day and a holiday for Maine and Massachusetts. We will move our next meeting to the following week and gather via Zoom on Monday, April 26, at 10:30 a.m. Ben will invite us.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Pam Riley Osborn
Secretary pro tem

Cemetery Committee minutes for meeting April 26, 2021

Present: Andrews Tolman, chair; Marianne Perry; Grace Keene; Pam Riley Osborn; Ben Rodriguez, Sexton.

Absent: Brenda Lake; Karen Peterson; Warren Norris; Sandra Rourke.

The meeting started at 10:38 a.m. and was conducted via Zoom

Minutes for the previous meeting: Motion to accept minutes for the meeting held March 15, 2021 was made by Grace Keene, seconded by Marianne Perry, and approved by all.

Sexton's Report from Ben Rodriguez: Tree work at Huntoon Cemetery, done by Taylor Stevenson of Stevenson Solutions, has been completed. Only some additional cleanup prevented by snow needs doing and Ben will take care of that task. The cost of this project was lower than the expected \$2,500 as the scope of the project was reconsidered. We have \$1,000 left to expend before fiscal year-end, June 16. Ben will work with Taylor Stevenson to utilize the remaining funds by dealing with hazardous trees before then.

Stone Work at Dudley Plains Cemetery has been completed by Collette Monuments and included the epoxy repair of a marble tablet and leveling and righting of 49 stones for \$1,600.00.

Joe Ferrannini, Grave Stone Matters of Albany, New York will spend time with us in August (firm date TBA) to work on stones and instruct us in stone repair at the East Readfield Cemetery.

A summer intern has been engaged. Megan Lemieux is from Vassalboro and a biology major at Unity College. Her tasks will center around cemetery records management. Megan will be with us from June first through August 20 and joins us through a \$2,000 Summer Municipal Intern Grant awarded by Maine Municipal Association.

Remaining funds in our budget may be used to plant a replacement tree or trees at Whittier Cemetery. We plan to meet with the McPhedran family to discuss appropriate choices.

Ben is working on spring cleanup tasks and has hired recent Maranacook graduate, Owen Therriault, to assist. Owen will be involved in building maintenance, the recycling station, and general upkeep of our cemeteries.

The first burial of the season has occurred. BHS of Farmingdale conducted the burial showing appropriate respect for the surrounding lots.

Other business: Grace Keene again brought up hopes for removing the growing and unsightly pile of dirt (it is not loam) at East Readfield Cemetery.

Marianne mentioned East Readfield berms may need more mulch from Mainly Mulch in Monmouth or By The Board Lumber Company in Readfield.

Weather permitting we plan to meet May 17, 10:30 a.m. at Dudley Plains Cemetery. Please bring a chair. If inclement, Ben will invite us to a Zoom meeting.

The meeting ended at 11:24 a.m.

Respectfully submitted,
Pam Riley Osborn
Secretary pro tem

Cemetery Committee meeting minutes for May 17, 2021

Present: Andrews Tolman - chair, Karen Peterson, Marianne Perry, Brenda Lake, Grace Keene, Pam Riley Osborn, Ben Rodriguez - Sexton.

Absent: Warren Norris, Sandra O'Rourke.

The meeting, called to order at 10:37 a.m., was held under the leafy trees at Dudley Plains Cemetery.

Minutes for the previous meeting: Minutes were approved as presented.

Sexton's Report: Ben reported that all cemeteries will be mowed by Memorial Day.

Ben will soon purchase more flag holders for veterans' graves, thereby expending this year's budget in the Signs and Supplies line, \$498.00.

We will soon purchase mulch for cemetery needs.

By June 16 the removed Whittier Cemetery tree will be replaced.

Two old trees, one in East Readfield Cemetery, the other in Readfield Corner Cemetery, look precarious and need attention. Ben and Taylor Stevenson hope to address both before the end of this fiscal year. The trees' proximity to tombstones and an iron gate make these projects fraught.

Ben and Town Manager, Eric Dyer, recently met via Zoom with summer intern Megan Lemieux. Megan will start June 1.

Sadly Ben has lost his recent summer hire and will continue to be extra busy until a replacement can be hired.

Ben will attend the MOCA Spring 2021 Program Day and Member Meeting, this year in Presque Isle.

Other business:

The two maple trees we planted at Case Cemetery last fall made it through their first Maine winter and seem to be thriving. We did provide them with abundant amounts of water in the months after planting.

Dale Potter Clark will include an East Readfield Cemetery tour when she leads her Readfield History Walk through Jesse Lee Church on Friday, May 21st.

Grace Keene suggested the tipped stones in Whittier Cemetery be straightened. More frequent mowing of that field makes them more visible by passersby.

The metal white poles across the front of Dudley Plains Cemetery are not attractive; however, they hold the snow fence installed there for winter snow management. We plan to lightly sand and paint them dark green using Rustoleum paint.

Several committee members will install new flags on veterans' graves the week before Veterans Day.

Our next meeting will be held at Kents Hill Cemetery, Monday, June 21, 2021, 10:30 a.m.

The meeting concluded at 11:30 a.m.

Respectfully submitted,
Pam Riley Osborn
Secretary pro tem

Please remember to vote June 8 or before by absentee ballot.

Cemetery Committee minutes of meeting June 21, 2021

Present: Andrews Tolman - Chair, Karen Peterson, Grace Keene, Warren Norris, Pam Riley Osborn, Ben Rodriguez - sexton.

Absent: Brenda Lake, Marianne Perry, Sandra Rourke.

Also in attendance: Tom Molokie - soon to join our committee, and Megan Lemieux, summer intern for 40-hours a week for 12-weeks starting June 1. Megan is a Unity College rising senior, a major in forestry and biology, and will work on cemetery software projects for us this summer.

The meeting, called to order at 10:36 a.m., was held on lawn chairs at Kents Hill Cemetery.

We warmly welcome Tom Molokie to our committee. Tom will be installed at tonight's Select Board meeting. And we welcome Warren back from his hiatus.

Minutes for the previous meeting: The motion, made by Grace, seconded by Warren, to approve the May 17, 2021 minutes with changes, unanimously passed.

Sexton's Report: Brady Cumber has been hired as seasonal staff. We hope we can catch-up on mowing our seven cemeteries in addition to handling the myriad of other outside tasks required. Brady is paid Maine's minimum wage, \$13.00/hour.

Dr. Wang, an UMPI geologist, met via Zoom to aid us in using our new ARC GIS software.

We have acquired a "Spectra Mobile Mapper" paid from the Software Line.

Ben reports that Taylor Stevenson's essential tree work in East Readfield Cemetery went somewhat over budget. This will be handled by paying the overage from the Contract Services line. At Readfield Corner a large branch fell during the winter threatening an iron fence. When removed it left a dangerous four foot deep hole which Ben has marked with warning cones until it may be filled and seeded.

Bronze markers for Veterans' graves have been ordered and received. The cost was \$462.05. We display markers for veterans from WWI, WWII, the War of 1812, and the Revolutionary War. Also of note, in Readfield Corner Cemetery are the tomb of a recipient of the Bronze Star, and another of a guard of the Tomb of The Unknown.

After consulting with tree-knowledgeable people and a representative of the McPhedran family, we have acquired for Whittier Cemetery a healthy, tall "Fall Fiesta Sugar Maple". Ben is fostering it behind Giles Hall until it may be planted.

Les Priest is the new lead trustee for the "Emma Hunt Fifield Memorial Trust and Fund". We look forward to working with Les in supporting projects that enhance our cemeteries which also serve as peaceful parks in our community.

Ben suggested a use for trust funds might be to provide a kiosk for each cemetery, not unlike those provided on our trails, holding maps, information about notable people interred there, local history, and other pertinent information. Grace suggests a pressing need is to use trust funds to repair broken and fallen stones when no present relatives can be found. In particular, several Whittier Cemetery stones need attention. Joe Ferrannini of Grave Stone Matters may help with this when he works with us this August.

Grace later reminded us that the Fifield funds may be used only for projects in the East Readfield Cemetery.

Other business: Our new fiscal year begins July 1. This year we have done a good job of spending our budget in a timely manner and completing some big projects.

Grace and Brenda sanded and primed with Rustoleum the many posts fronting the Dudley Plain Cemetery; next step is to paint them forest green. Volunteer, Howard Lake, cleaned the brushes. Thank you all.

Our next meeting is scheduled for Monday, July 19, 2021, 10:30 a.m., at the Readfield Corner Cemetery. Please bring a chair.

This meeting place has been changed to East Readfield Cemetery, 10:30 a.m.

The meeting formally adjourned at 11:26 a.m.

Respectfully submitted,
Pam Riley Osborn

An informal discussion then ensued regarding our hopes for efficient and effective use of employee time and Town equipment in maintaining cemetery grounds. Our cemeteries serve as a welcome to our community. They are calming park-like spaces as folks travel past and into them. We hope they will be welcoming, peaceful, and well cared for indicating our respect for our forebears, our visitors, and for ourselves.

This discussion ended at 11:48.

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS



KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

KVCOG General Assembly Official Representative Form

Readfield Select Board
August 23, 2021
Item # 22-015

Please return by August 31, 2021

Mail: KVCOG, 17 Main Street, Fairfield, ME 04937

Email: bsloan@kvkog.org

Fax: 207-453-4264

Please take a moment and complete this form naming two official representatives to serve on the KVCOG General Assembly. **At least one** of the official representatives must be a municipal officer – an **ELECTED OFFICIAL** of the board of selectmen, town, or city council.

Municipality of: <Town>

Year of Service: July 2021 - June 2022

*Please give us the best way to contact each representative (home or work address and home, work or, cell phone numbers). **PLEASE ALSO INCLUDE AN EMAIL ADDRESS FOR EACH REPRESENTATIVE.***

Representative 1 - ELECTED OFFICIAL

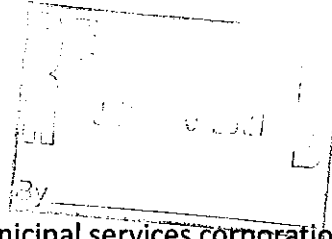
Name				
Title/Committee				
Mailing Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer

Representative 2

Name				
Title/Committee				
Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer



KENNEBEC VALLEY COUNCIL OF GOVERNMENTS



July 27, 2021

Kennebec Valley Council of Governments (KVCOG) is a municipal services corporation owned and operated by and for the benefit of its members.

The KVCOG Bylaws provide that each member municipality may appoint two "Official Representatives" to serve on KVCOG's General Assembly. The General Assembly is the overall policy making body for KVCOG. It adopts the Annual Budget, sets the Annual Membership Fee, and elects the Officers and Directors of our Board of Directors.

According to our bylaws, at least one of the Official Representatives from every municipality must be a municipal officer – an elected member of the board of selectmen, town, or city council.

Please take a moment to complete the attached form naming two Official Representatives to serve on the KVCOG General Assembly for the current Fiscal Year: July 2021 through June 2022. We truly appreciate your participation; we are a stronger organization when we have a strong General Assembly.

A copy of KVCOG's Bylaws is included. Article VI: General Assembly, describes the responsibilities of these two members. If you have any questions, please feel free to contact me at any time.

Sincerely,

Ole Amundsen
Executive Director
oamundsen@kvkog.org
207-453-4258 ext. 213

**Town of Readfield
Appointment Applications
Select Board Meeting - August 23, 2021**

Committee/Board	Name	Term
Comprehensive Plan Comm. 2022	Christopher Cheney	8/23/2021 - 6/30/2022

Select Board Approval

Dennis Price

Kathryn Mills Woodsum

Ralph Eno

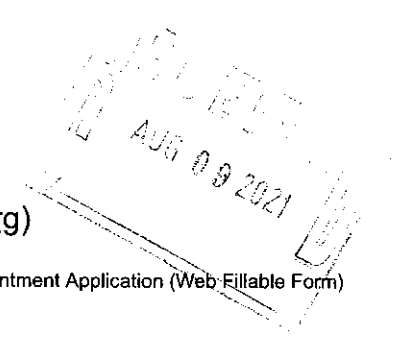
Sean Keegan

Carol Doorenbos

Approved August 23, 2021



Readfield MAINE



Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) (1)

Submitted by Anonymous (not verified)

August 9, 2021 - 3:46pm

169.244.27.4

Date
August 9, 2021

Which Board, Committee or Commission are you applying for?
Comprehensive Plan

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

Name
Christopher Cheney

Street Address

Mailing Address

Phone (Primary)

Phone (Secondary)

E-Mail

Below please tell us of any experience and/or training that might be useful in this position.
In college I did several Land Use Planning courses/projects.

If you are currently employed, what is your position?
Head of School, Kents Hill School

Below please tell us the reason you are interested in applying for this position.
I was approached by David Trunnell and Eric Dyer. It is the best interest of both Kents Hill School and the Town of Readfield for us to work together on the Comprehensive Plan.

Electronic Signature

Christopher S. Cheney

Check one!

I DO	I DO NOT
------	----------

I DO/DO NOT approve the use of my e-mail and phone number(s) on the Town's public sites and publications.

X

Source URL: <https://www.readfieldmaine.org/node/6133/submission/6011>

Links

[1] <https://www.readfieldmaine.org/volunteer/webforms/appointment-application-web-fillable-form>

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: 1st time Appointment Re-Appointment

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

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

SELECT BOARD APPROVAL

To Christopher Cheney ^{Kent's Hill} of Readfield, in the County of Kennebec and State of Maine: There being a position on the Comp. Plan Comm, 2022 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:

8/23/2021 thru 6/30/2022. Given under our hand this , day of , 20__.

Dennis Price

Ralph F. Eno, Jr.

Sean Keegan

Carol Doorenbos

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:

PUBLIC HEARING

OLD BUSINESS

2nd Reading

**Town of Readfield
Remote Participation Policy
Adopted Pursuant to Title 1 M.R.S.A. § 403-B**

Purpose

It is the policy of the Town of Readfield to allow elected and appointed members of all public bodies (municipal boards, committees, and commissions), municipal employees, volunteers, and members of the general public to participate in public meetings as defined by Title 1 M.R.S.A. § 403. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of any public body (elected and appointed officials) are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to or attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

Members of the public will be provided the ability to participate by remote methods and the Town will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods at any meeting where remote participation is allowed.

If public input is allowed at any meeting where remote participation is allowed, the Town will provide an effective means of communication between the members of the body and the public.

All notices of proceedings will be advertised by posting on the Town's website and bulletin boards. If applicable, the notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.

All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public.

All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.

Effective Date and Amendments

The policy is effective on _____, 2021 and may be amended by the Select Board.

Dennis Price, Chairperson

Kathryn Woodsum, Vice Chairperson

Carol Doorenbos, Selectperson

Ralph Eno, Selectperson

Sean Keegan, Selectperson

Attest:

Sherene Gilman, Town Clerk

STATE OF MAINE

IN THE YEAR OF OUR LORD

TWO THOUSAND TWENTY-ONE

S.P. 40 - L.D. 32

An Act Regarding Remote Participation in Public Proceedings

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the state of emergency declared by the Governor pursuant to the Maine Revised Statutes, Title 37-B, section 742 in response to the public health emergency caused by the spread of the novel coronavirus disease referred to as COVID-19 may terminate sooner than 90 days after the adjournment of the First Special Session of the 130th Legislature; and

Whereas, the Maine Revised Statutes, Title 1, section 403-A governs remote participation in public proceedings of certain public bodies but is automatically repealed 30 days after the termination of the state of emergency declared by the Governor; and

Whereas, there is a need to have in place a law that governs remote participation in public proceedings of certain public bodies after the termination of the state of emergency declared by the Governor; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 1 MRSA §403-B is enacted to read:

§403-B. Remote participation in public proceedings

1. Remote participation. This section governs remote methods of participation in public proceedings of certain public bodies. For the purposes of this section, "remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

2. Requirements. A public body subject to this subchapter may allow members of the body to participate in a public proceeding using remote methods only under the following conditions:

A. After notice and hearing the body has adopted a written policy governing the conditions upon which members of the body and the public may participate in a public proceeding of that body by remote methods;

B. The policy adopted pursuant to paragraph A must provide that members of the body are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include:

(1) The existence of an emergency or urgent issue that requires the public body to meet by remote methods;

(2) Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under section 406;

(3) With respect to a public body with statewide membership, significant distance a member must travel to be physically present at the location in the notice under section 406; and

(4) The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges;

C. The policy adopted pursuant to paragraph A must provide members of the public a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities;

D. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided;

E. Notice of the proceeding must be provided in accordance with section 406. When the public may attend by remote methods pursuant to paragraphs C and D, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person. The body may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in paragraph B, subparagraph (1);

F. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting;

G. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public; and

H. The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend

the proceedings of the public body in person, as long as additional costs are not incurred by the public body.

3. Remote participation not permitted. This section does not authorize town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings held pursuant to Title 20-A, section 1482-A to be conducted using remote methods.

4. Application. This section does not apply to:

A. The Legislature; or

B. A public body to which specific statutory provisions for remote participation apply.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.

RESERVED



Casco Bay Advisors, LLC

Readfield Select Board

August 23, 2021

Item # 21-068

August 9, 2021

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

Dear Eric:

Casco Bay Advisors, LLC (Casco Bay) is pleased to provide this proposal for Field Data Collection, RFP Process Management and Grant Application assistance for a Town owned fiber optic Internet network for the Town of Readfield (Town).

Should you have any questions, please contact me at your earliest convenience. We look forward to assisting the Town with this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Lippold".

Brian Lippold
President



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1 Scope of Services

1.1 Field data collection

1.1.1 Utility Poles

The following information will be collected for each utility pole required to provide connectivity for all potential subscriber locations in Readfield that are currently connected to commercial power or to an existing landline based phone or cable TV provider.

- a. Pole ID – Unique number assigned by Casco Bay
- b. Date Collected
- c. Street Name
- d. Town
- e. Telco Tag Number – where present
- f. Electric Tag Number – where present
- g. Pole Route – where present
- h. Support Pole Present – Yes/No
- i. Service Drop Pole – Yes/No
- j. Multiple Subscribers – Yes/No
- k. Direct Buried – Yes/No
- l. Conduit Open – Yes/No
- m. Pull Rope Present – Yes/No
- n. Subscriber Type – Underground/Aerial/Hybrid
- o. Field Notes
- p. Pole Latitude
- q. Pole Longitude
- r. Photo of each pole collected. Photo file names will follow a naming convention that contains the unique identifier of the associated pole.

1.1.2 Potential Subscriber Locations

A GPS point location will be collected for each potential subscriber location with the following attributes:

- a) Structure ID – Unique number assigned by Casco Bay
- b) Associated Pole ID – Entry Points Associated Pole ID
- c) Date Collected
- d) Address Number
- e) Street Name
- f) Town
- g) Subscriber Type



- h) Subscriber Count
- i) Business – Yes/No
- j) Field Notes
- k) Structure Latitude
- l) Structure Longitude

1.1.3 Import into VETRO GIS

All the utility pole and potential subscriber location information will be imported into the VETRO GIS system for further processing of the data.

1.1.4 Strand Map

Using the capabilities of the VETRO GIS, Casco Bay will create a strand map (*line segments from pole to pole mirroring the electric distribution*). The strand map will differentiate between network strand (backbone network) and drop strand (*from the backbone to the potential subscriber location*).

1.1.5 Deliverables

The deliverables will include:

- a. Spreadsheets containing the gathered information for each utility pole and potential subscriber location. Additionally, this information will be provided in GIS datasets for both industry standard shape files and Google KMZ formats.
- b. Photographs of each utility pole
- c. Consolidated shape files and Google KMZ files of strand map, utility poles and potential subscriber locations.

The purpose of the deliverables will be:

- a. For inclusion in the RFPs for construction and network operation.
- b. To populate pole attachment applications required by the pole owners.
- c. To add as a layer in the Town GIS system.
- d. For general information purposes to support the project.



1.2 Request for Proposals – Process Management

The current intent of the RFP process will be to solicit a contractor to construction the network and a network operator to operate the network on behalf of the Town. The Construction Contractor and Network Operator may be the same entity but will not be required to be the same entity. Should another of the West Kennebec Lakes Community Broadband Association (WKLKBA) members determine to mirror this effort in terms of content and RFP timeline, the RFPs will be written in such a manner as requesting responses for both the Town individually and combined with the other WKLKBA member town(s).

In either event, the RFP process will assume the network, whether contracted individually or in combination with the other WKLKBA member town(s), will be owned by the Town and constructed in such a manner as to assure the Town network can easily be severed from the other WKLKBA member town(s) and operated independently in such an event.

1.2.1 Draft RFPs

Casco Bay will draft a construction RFP and a separate network operator RFP in collaboration with the Town. Determination of the network design and operating model will be determined in parallel to the field data collection scope of work to enable issuance of the RFP at the earliest opportunity after the strand map has been completed.

1.2.2 Manage RFP Process

Casco Bay will manage the issuance and distribution of the RFP, coordinate the pre-bid meeting with potential bidders, provide answers to questions submitted by the potential bidders and assist the Town with evaluation of bids.

1.2.3 Contract Negotiations

Casco Bay will assist the Town with the negotiation of contracts awarded.

1.3 Grant Applications

Casco Bay will lead the grant application process in coordination with the Town and the selected contractors.



2 Pricing

2.1 Field Data Collection & Engineering

Casco Bay will charge \$10.75 for each point collected (utility poles & potential subscriber locations). Based on the previous WKLCBA Broadband Study (Study), this includes the estimated 2,204 poles and 1,331 potential subscriber locations, for a total estimated amount of \$37,994. This estimate may be lower or higher depending on the actual quantity of utility poles and potential subscriber locations discovered in the field.

2.2 Request for Proposals – Process Management

Casco Bay will charge a flat fee of \$5,000 to draft the RFPs. Should additional WKLCBA member towns participate in a joint RFP process, the fee of \$5,000 will be split proportionally by the participating towns.

Management of the RFP process will be invoiced on a time and expense basis at \$200 per hour. Should additional WKLCBA member towns participate in a joint RFP process, the time and expense fees will be split proportionally by the participating towns.

2.3 Grant Applications

Leadership of the grant application process will be invoiced on a time and expense basis at \$200 per hour. Should additional WKLCBA member towns participate in a joint grant application process, the time and expense fees will be split proportionally by the participating towns.



3 Schedule

We will strive to begin the project at the earliest opportunity our subcontractor is available. Currently, we do not anticipate any significant delays with initiating the project. Below is an example timeline to position the Town to take advantage of the next ConnectMaine grant round, expected to open in November 2021.

Timeline																							
	15-Aug	22-Aug	29-Aug	5-Sep	12-Sep	19-Sep	26-Sep	3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	19-Dec	26-Dec	2-Jan	9-Jan	
Field work																							
Post processing field data																							
VETRO Import																							
Strand Map																							
Field engineering deliverables																							
Draft RFP																							
Issue RFP																							
RFP Process Management																							
Responses Due																							
Evaluation of Responses																							
Contract Negotiations																							
Anticipated Grant Window																							

4 Invoicing

Invoicing will occur monthly based upon the percentage of the fixed price portions of the project completed during the billing period and the actual time and expense incurred for those portions of the project subject to an hourly charge. Expense reimbursement will be for the actual costs incurred without markup. Mileage will be invoiced at the current IRS rate. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 1.5% per month (18% per annum), or the legally permitted maximum if that rate is lower.

5 Acceptance

Your notice to proceed can be a letter or purchase order that refers to this proposal, or a copy of this proposal with an authorizing signature in the space provided below.

Accepted by: (Printed name and title) Eric Dyer

Signature: *Eric Dyer* Date: 8/10/2021

NEW BUSINESS

RESERVED

RESERVED

RESERVED

RESERVED

RESERVED

OTHER BUSINESS