

**Readfield Board Of Assessors**  
**July 18, 2022 Meeting Agenda**  
Board Meeting starts: 5:30 PM  
Board Meeting ends (unless extended) at 6:30 PM

**Pledge of Allegiance**

**Election of Chair, Vice-Chair and Secretary** - Elect the Chair, Vice Chair, and Secretary

**2022 Tax Commitment** - Complete the 2022 Tax Commitment process for the 2022-2023 Fiscal Year (FY23)

**Tax Abatements** - Consider an abatement for the 2021/2022 tax year

**Certified Ratio** - Complete the Certified Ratio Declaration Form and consider a supplemental letter

**Other Business** - Consider any other business as necessary

**Adjourn**

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**Readfield Select Board**  
**July 18, 2022, Meeting Agenda**  
Select Board Meeting starts: 6:30 PM  
Select Board Meeting ends (unless extended) at 8:00 PM

**Pledge of Allegiance**

**Regular Meeting Items - 5 min.**

23-001 - Minutes: Select Board meeting minutes of June 27, 2022.

22-002 - Warrants: #55 (FY22) and #1-2 (FY23)

**Communications - 15 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min

- Town Manager Report
- Treasurer's Report - June

Boards, Committees, Commissions & Departments

- Board and Committee Minutes (see reverse for full listing)

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

**Appointments, Reappointments, & Resignations - 5 min**

23-003 - Consider the appointment of Michelle Fiori to the Library Board

23-004 - Consider the appointment of Eric Johnson to the Age Friendly Committee

23-005 - Consider the resignation of Ed Sims from the Age Friendly Committee

**Old Business 5 min.**

22-119 - Discuss the upcoming Heritage Days celebration August 12-13 - 5 min.

**New Business - 60 min.**

23-006 - Discuss the 2022 Tax Commitment and various tax relief programs - 15 min.

23-007 - Consider an abatement for the 2020/2021 Tax Year - 5 min

23-008 - Consider funding sources and next steps for the Fairgrounds Community Park - 10 min.

23-009 - Develop a process to consider potential mooring regulation in the Town of Readfield - 10 min.

23-010 - Consider revisions to the Public Ways, Traffic, and Parking Ordinance - 10 min.

23-011 - Assign and direct voting for the Maine Municipal Association Executive Committee - 5 min.

22-012 - Consider a draft agenda for the Select Board Retreat - 5 min.

**Other Business, Upcoming Meetings, and Future Agenda Items**

**Adjournment**

***This meeting will be held in-person at the Town Office***

Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or

Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, June 27, 2022 – *Unapproved***

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**Select Board Members Present:** Dennis Price, Kathryn Woodsym, Sean Keegan, Carol Doorenbos, Steve DeAngelis

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Karen Peterson (Transfer Station), Ericka McKay (Financial Auditor), Hannah Flannery (Recreation Board)

**Pledge of Allegiance**

**Welcome and Introduction of Select Board Members - 5 min**

**Regular Meeting Items - 5 min**

- 22-144 - Minutes: Select Board meeting minutes of May 16 and June 2 & 13, 2022
  - Motion to approve both sets of minutes made by Kathryn, seconded by Carol, vote 5-0
- 22-145 - Warrants: #52-53
  - Motion made by Kathryn, seconded by Carol, vote 5-0

**Communications - 20 min**

- Select Board communications. - 5 min.
  - Kathryn took a moment to thank the residents of Readfield for voting her to Select Board for another session.
- Staff Reports - 10 min
  - Eric reported that the town received the first check from Readfield's investment in First Park
  - Report on Household Hazardous Waste Collection Day - July 10, 2022
    - Karen spoke on the Household Hazardous Waste day event at the Transfer Station coming up Sunday, July 10, 2022. She stated that applications can be turned in and 15 minute time slots can be reserved at the Town Office. Chemicals such as antifreeze, pesticides, old paints, gas, etc. will be accepted. The applications and flyers of what will be accepted are also in the July Messenger.
  - Summary of Land Use Ordinance (LUO) changes approved by Secret Ballot
    - LUO changes approved at the Town Meeting, changes were made to streamline clarify Ordinances to make them easier to understand. One example requires homes that are bought and sold to get a septic inspection upon turnover to help keep water in Readfield cleaner.
    - Carol mentioned some resident complaints about the Planning Board which the Select Board determined was not appropriate for them to advise for/against.
- Public Communication - Members of the public may address the Select Board - 5 min.
  - None

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**Regular Meeting Minutes – Monday, June 27, 2022 – *Unapproved***

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- 22-152-Consider the FY21 Audit – 25 min
  - Ericka McKay presented RHR Smith & Company report for Readfield’s finances Audit for FY 2021. Overall the town has great processes in place and is in a good financial position. Carol asked which budget category heat assistance comes out of from the budget and Eric responded that it is undesignated; it is about \$5K with 50% coming from the State. It is tracked through the budget process. Carol suggested the Town post something to inform residents that General Assistance is available. Kathryn made note that the amount of taxes owed at the end of the fiscal year are about 180K lower than usual – a key indicator that residents are financially healthier.

**Appointments, Reappointments, & Resignations - 15 min**

- 22-146 - Conduct the election of the Select Board Chair and Vice Chair
  - Sean **motioned** to appoint Dennis to Select Board Chair, Carol **seconded, 5-0 vote** in favor
  - Sean **motioned** to appoint Kathryn to Select Board Vice Chair, Carol **seconded, 5-0 vote** in favor
- 22-147 - Consider the appointment of Select Board members to the following positions:
  - Note Taker / Time Keeper – Dennis Price
    - Dennis also volunteered to submit the notes to the Advertiser so that everyone in town can see what is going on with the Select Board on a regular basis if they do not follow the Town’s website, or Facebook page, etc.
    - Kathryn will take notes that pertain to individual Board member commitments brought up during Select Board meetings.
  - Quarterly Warrant Reviewers (four)
    - July-September: Sean
    - October-December: Steve
    - January-March: Carol
    - April-June: Kathryn
  - Trails, Recreation, and Conservation Representative: Sean
  - Solid Waste and Recycling Committee Representative: Kathryn
  - Age Friendly Committee Representative: Steve
  - Comprehensive Plan Committee Representative: Dennis & Carol
  - Readfield Enterprise Committee Representative: Carol
  - Board of Assessors (three): Dennis, Carol, & Steve
- 22-148 - Consider the reappointment of Eric Dyer to the positions of Town Manager, Road Commissioner, Treasurer, Tax Collector, FOAA Officer, and Welfare Administrator

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- Kathryn **motioned** to reappoint Eric from the time period beginning July 1, 2022, through June 30, 2023, Sean **seconded**, **5-0 vote** in favor
- 22-149 - Consider the reappointment of Karen Peterson as Transfer Station Manager
  - Sean **motioned** to reappoint Karen from the time period beginning July 1, 2022, through June 30, 2023, Kathryn **seconded**, **5-0 vote** in favor
- 22-150 - Consider the reappointment of Lee Mank as Fire Chief
  - Sean **motioned** to reappoint Lee from the time period beginning July 1, 2022, through June 30, 2023, Steve **seconded**, **5-0 vote** in favor

**Old Business 10 min**

- 22-119 - Discuss the upcoming Heritage Days celebration in August - 5 min
  - Friday August 12 and Saturday August 13, 2022
  - Friday: Wine & Cheese Party from 5PM-7PM, put on by the Historical Society.
  - Saturday: Mason's Breakfast at the Mason Hall with Ed Dodge, a book sale at the Fire Department sponsored by the Library, Open House at Carol's B&B, History walk with Dale Potter Clark, The Rec Department is sponsoring a Kickball Tournament. There will also be makers and music at the beach with fundraisers and the presentation of the Spirit of America Award. Around 9PM will be fireworks at the beach, which means activities at the beach will need to be cleared up by 5PM.
  - More information available on the Heritage Days Facebook page
- 22-022 - Consider remote meeting by Town Boards and Committee - 5 min
  - Carol presented the board with a request that board and committee members from all Readfield's boards and committees are physically present for meetings, unless members are away traveling, or have a medical reason not to be physically present. Kathryn reviewed the Policy put into place by the Select Board earlier during the Pandemic when Zoom meetings became more prevalent. She agreed that the policy should still be in effect and members should be meeting in person as much as possible. There is no way to enforce that policy however, so Eric volunteered to speak with all boards and committees to strongly encourage them to meet in person. Sean suggested this issue be brought up at the Chairs Meeting this summer as well. Dennis noted that he still sees work being done efficiently given the hybrid meetings. Kathryn asked that this issue also be addressed at the Select Board Retreat, and possibly write a better policy.

**New Business - 60 min**

- 22-151 - Select Board Orientation - 25 min

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- Select Board information pertaining to hierarchy, organization, core responsibilities, and administration of the town finances and policies/rules. The orientation covers the meeting schedule, to include workshop meetings, the retreat/workshop where goals are set, and executive sessions, etc. Dennis noted that no board member should represent the board outside of proceedings, without Select Board approval. When the Chair cannot be present for a meeting, the vice chair to take that role.
- Training required for Select Board members such as FOAA training and MMA Select Board Orientation can be scheduled through the Town Manager. Kathryn asked about the NIMS (National Information Management) training, if it is still required, and Eric said the G402 NIMS training is required along with a new training requirement G191.
- Boards, Committees, Commissions procedures are available on the Readfield website. Town ordinances are also available on the website, Kathryn asked if they could be made easier to find on the website.
- Dennis briefed warrant article reviewing procedures and attendance policy, Kathryn reminded that three consecutive unexcused absences by a board member are grounds for termination. Agenda setting procedures created by the Town Manager, the agenda works like a time budget.
- 22-153 - Schedule upcoming meetings and events - 5 min
  - Select Board Meetings
    - July 18<sup>th</sup>, 2022, 6:30PM
    - August 29<sup>th</sup>, 2022, 6:30PM
    - September 19, 2022, 6:30PM
    - October 17, 2022, 7:30PM
  - Summer Residents Meeting
    - August 6, 2022, 4:00PM or 5:00PM
  - Select Board Retreat
    - August 22<sup>nd</sup>, 2022, 5:30PM-9:00PM
  - Annual Chairs Meeting
    - October 17<sup>th</sup>, 2022 6:00PM-7:30PM
- 22-154 - Consider renaming the Rt. 17 side of Giles Rd. to Craigge Mill Drive - 5 min
  - Kathryn **motioned** to rename the Route 17 side of Giles road to Craigge Mill Drive as presented, **seconded** by Sean, **vote 5-0** in favor

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

- Hannah Flannery, Recreation Board Chair, discussed her disappointment that the Fairgrounds project was voted down at the election in June. Hannah hopes the town can find a solution for the

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girls in town, and requested a funds account be created to collect donations towards the Fairgrounds for a girl's ballfield in town.

- Kathryn mentioned discussing both the Fairgrounds and Broadband projects that were voted down at the election, at the retreat. She does not believe there is anything that can be done about broadband; however there may be litigation options under Title 9 for the ballfields. She suggested the Select Board have a more active role in the project and have the Recreation Board assist. Steve agreed that it needs to be created. Hannah asked if the project was completely funded if it would still need to go to vote and Kathryn responded that the use of the grounds would still need to be voted on.
- Eric mentioned there was a lot of misinformation at the time of the election about the Fairgrounds project and he thinks it would be a good idea to correct that through the Advertiser or the Kennebec Journal. Sean mentioned that many residents are interested in making the project happen as well and would like to fundraise for it. Sean asked how the town can support donations for the ballfields and Eric responded that there is already an idle account established from the first ballfield project that can be used.

Kathryn **motioned** to adjourn the meeting at 8:46PM, **seconded** by Sean and Steve, **5-0 vote** in favor

*Minutes submitted by Anjelica Pittman, Board Secretary*

July 5, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
55	1	\$ 30,634.13	Warrant	S. Keegan	Three	
A			State Fees		One	
B			State Fees		One	
			Payroll		One	

**SUM \$ 30,634.13**

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



# Treasurer's Warrant

Warrant # 55

\$30,634.13

Dates: 7/7/2022

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	\$0.00	
VARIOUS VENDORS	Accounts Payable	\$30,634.13	71438-71464
	Total	\$30,634.13	

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Dennis Price

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Steven DeAngelis

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Carol Doorenbos

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Sean Keegan

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Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	68.41	07/07/22	55	0031 Central Maine Power Co
R	71438	460.00	07/07/22	55	0643 A.A.A. PORTABLE TOILETS
R	71439	282.55	07/07/22	55	0024 Baker & Taylor, Inc
R	71440	650.00	07/07/22	55	0002 Casco Bay Advisors, LLC
R	71441	279.12	07/07/22	55	0183 Copies, Etc.
R	71442	1,125.00	07/07/22	55	0573 Ellis Construction, Inc
R	71443	122.86	07/07/22	55	0810 Eric Dyer
R	71444	1,240.00	07/07/22	55	0062 Full Spectrum Cleaning Janitorial Serv., Inc
R	71445	97.98	07/07/22	55	0629 Irving Oil Marketing, Inc
R	71446	263.78	07/07/22	55	0152 Lowe's
R	71447	400.00	07/07/22	55	0556 Maine InfoNet Download Library
R	71448	8,268.00	07/07/22	55	0065 MAINE MUNICIPAL EMP. HEALTH
R	71449	618.75	07/07/22	55	0424 Main-Land Dev. Consultants, Inc
R	71450	980.75	07/07/22	55	0533 Manchester Youth League
R	71451	1,300.00	07/07/22	55	0095 MARANACOOK CAL RIPKEN BASEBALL
R	71452	19.89	07/07/22	55	0020 Matthew Seems
R	71453	16.98	07/07/22	55	0360 North Coast Services LLC
R	71454	98.00	07/07/22	55	0858 PETTY CASH
R	71455	958.02	07/07/22	55	0261 Quirk Auto Group
R	71456	505.28	07/07/22	55	0069 Regional School Unit#38
R	71457	256.93	07/07/22	55	0406 SAM'S CLUB
R	71458	46.00	07/07/22	55	0561 Shredding on Site
R	71459	13.17	07/07/22	55	0696 Spectrum
R	71460	775.00	07/07/22	55	0032 Troiano Waste Service,Inc
R	71461	15.99	07/07/22	55	0765 W.B. Mason Co., Inc
R	71462	11,256.69	07/07/22	55	0709 WASTE MANAGEMENT OF PORTLAND
R	71463	449.04	07/07/22	55	0094 WHITE SIGN
R	71464	65.94	07/07/22	55	0273 WINTHROP AUTO SUPPLY
<b>Total</b>		<b>30,634.13</b>			

**Count**

Checks	28
Voids	0

### Warrant Recap

#### Warrant 55

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	300.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00643 A.A.A. PORTABLE TOILETS	160.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00024 Baker & Taylor, Inc	262.16	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00002 Casco Bay Advisors, LLC	650.00	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00031 Central Maine Power Co	68.41	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00183 Copies, Etc.	279.12	CAPITAL IMPR / Parks/Rec - PUBLIC WAYS / SIGNS/SUPPLY
00573 Ellis Construction, Inc	1,125.00	SOLID WASTE / TRANSFER STA - PUBLIC WAYS / CONTRACT SVC
00810 Eric Dyer	86.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00810 Eric Dyer	36.86	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00062 Full Spectrum Cleaning Janitorial Serv., Inc	1,240.00	Maintenance / Bldg Maint - CONTRACT SVC / Janitorial
00629 Irving Oil Marketing, Inc	97.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00152 Lowe's	14.15	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	202.17	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	47.46	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00556 Maine InfoNet Download Library	400.00	COMM SERVICE / Library - UTILITIES / ELEC COMM
00065 MAINE MUNICIPAL EMP. HEALTH	2,384.72	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,608.13	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	132.31	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	123.76	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00424 Main-Land Dev. Consultants, Inc	618.75	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00533 Manchester Youth League	980.75	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00095 MARANACOOK CAL RIPKEN BASEBALL	1,300.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00020 Matthew Seems	19.89	Maintenance / Gen Maint - PERSONNEL / MILEAGE
00360 North Coast Services LLC	16.98	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	98.00	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00261 Quirk Auto Group	958.02	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
00069 Regional School Unit#38	287.70	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00069 Regional School Unit#38	217.58	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00406 SAM'S CLUB	165.01	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	91.92	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00765 W.B. Mason Co., Inc	15.99	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00709 WASTE MANAGEMENT OF PORTLAND	2,390.63	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,241.44	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	5,603.48	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00094 WHITE SIGN	292.39	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY

### Warrant Recap

#### Warrant 55

Vendor-----	Amount	Account-----
00094 WHITE SIGN	156.65	SOLID WASTE / TRANSFER STA - PUBLIC WAYS / SIGNS/SUPPLY
00273 WINTHROP AUTO SUPPLY	65.94	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
<b>Prepaid Total--</b>	<b>68.41</b>	
<b>Current Total--</b>	<b>30,565.72</b>	
<b>Warrant Total--</b>	<b>30,634.13</b>	

July 7, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
2	1	\$ 345,329.14	Warrant	S.Keegan	Three	
A		\$ -	State Fees		One	
B		\$ -	State Fees		One	
1	3	\$ 29,685.08	Payroll	S.Keegan	One	

**SUM** \$ 375,014.22

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

# Treasurer's Warrant

Warrant # 1&2

\$375,014.22

Dates: 7/7/2022

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	\$29,685.08	71410-71421 171410-171427
VARIOUS VENDORS	Accounts Payable	\$345,329.14	71422-71437
	Total	\$375,014.22	

Date Signed: \_\_\_\_\_

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Dennis Price

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Steven DeAngelis

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Carol Doorenbos

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Sean Keegan

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Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	47	74.27	07/07/22	2	0047 Shift 4
P	99	1,320.00	07/07/22	2	0099 TPS Group
P	295	184.31	07/07/22	2	0295 US CELLULAR
R	71422	283.00	07/07/22	2	0576 Chewonki Foundation
R	71423	466.06	07/07/22	2	0810 Eric Dyer
R	71424	1,162.61	07/07/22	2	0055 KV Humane Society
R	71425	4,226.00	07/07/22	2	0760 KVCOG
R	71426	3,820.05	07/07/22	2	0066 Maine Municipal Association
R	71427	250.00	07/07/22	2	0218 MAINE RESOURCE RECOVERY ASSOC
R	71428	80.00	07/07/22	2	0281 MAINE WELFARE DIRECTORS ASSN
R	71429	5,500.00	07/07/22	2	0424 Main-Land Dev. Consultants, Inc
R	71430	60.00	07/07/22	2	0080 READFIELD CORNER WATER ASSOC.
R	71431	309,458.75	07/07/22	2	0069 Regional School Unit#38
R	71432	93.00	07/07/22	2	0192 SEACOAST SECURITY & TELE.,INC
R	71433	13.17	07/07/22	2	0696 Spectrum
R	71434	449.87	07/07/22	2	0313 Toshiba Financial Services
R	71435	9,188.97	07/07/22	2	0495 United AG & Turf NE
R	71436	128.98	07/07/22	2	0495 United AG & Turf NE
R	71437	8,570.10	07/07/22	2	0097 Winthrop, Town of
<b>Total</b>		<b>345,329.14</b>			

**Count**

Checks	19
Voids	0

## Warrant Recap

### Warrant 2

Vendor-----	Amount	Account-----
00576 Chewonki Foundation	283.00	COMM SERVICE / Library - ADMIN / MISC.
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00810 Eric Dyer	436.08	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00055 KV Humane Society	1,162.61	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00760 KVCOG	4,226.00	COMM SERVICE / KVCOG - ASSESSMENTS / KVCOG
00066 Maine Municipal Association	3,820.05	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00218 MAINE RESOURCE RECOVERY ASSOC	250.00	SOLID WASTE / TRANSFER STA - ADMIN / MEMBERSHIPS
00281 MAINE WELFARE DIRECTORS ASSN	80.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00424 Main-Land Dev. Consultants, Inc	5,500.00	Rds & Drain / Road Maint - CONTRACT SVC / ENGINEERING
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00069 Regional School Unit#38	309,458.75	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00192 SEACOAST SECURITY & TELE.,INC	93.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00047 Shift 4	74.27	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00313 Toshiba Financial Services	449.87	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00099 TPS Group	1,042.80	GENERAL GOVT / Admin - PERSONNEL / RETIREMENT
00099 TPS Group	277.20	SOLID WASTE / TRANSFER STA - PERSONNEL / RETIREMENT
00495 United AG & Turf NE	13.36	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00495 United AG & Turf NE	115.62	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00495 United AG & Turf NE	9,188.97	CAPITAL IMPR / Equipment - EQUIP REPLAC / CAPITAL EQP
00295 US CELLULAR	36.85	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	36.85	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	73.76	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	36.85	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00097 Winthrop, Town of	8,570.10	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
<b>Prepaid Total--</b>	<b>1,578.58</b>	
<b>Current Total--</b>	<b>343,750.56</b>	
<b>Warrant Total--</b>	<b>345,329.14</b>	



# **COMMUNICATIONS**

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

## **Cemetery Committee Meeting Minutes**

**April 25th, 2022**

**Present:** Andy Tolman, Marianne Perry, Warren Norris, Ben Rodriguez, Tom Molokie, Karen Peterson, Pam Osborn, Grace Keene

Excused absence: Brenda Lake

Welcoming newest committee member: Lee Livingston, we are grateful for your volunteering and look forward to working with you.

**Meeting Minutes for Prior Meeting:** Minutes for March were reviewed. Tom made a motion to accept the minutes, Grace seconded. There was no discussion and minutes were unanimously approved. Approved minutes will be submitted to Town Clerk.

### **Sexton's Report by Ben Rodriguez**

Ben updated the committee on the spring cleanup progress. With the change in weather an assessment was possible. The piles of leaves from the end of last years cleanup will be picked up. Mulch needs were also determined and dress coats and larger needs have been determined for the various beds. A couple of weeks will be required to get ready for the season.

Some raking and limb removal will be necessary all around and Ben intends to make sure that the costs are applied to the budget from this fiscal year. This will include not only Stevenson Solutions work on some trees but also work by Hugh LeMaster of Collette Monuments on up righting fallen stones.

Karen noted that on a recent drive-through that all looks well with no major issues. Ben appreciated the positive input.

Ben pointed out that the maintenance of the equipment is proceeding well. They equipment will be returned in time to begin the mowing season.

Internment requests are coming in. Most recent requests are for lot purchases and are for cremains.

Marker delivery is expected soon.

Ben asked for patience as a recent hire resigned and the search for a replacement is beginning. This may result in delays of service due to demands on Ben's coordinating labor as he fills in for split needs.

### **Old Business**

Reviewed the budget items. Andy brought up that the computer software budget item will be unused and will look to see if it can be moved to cover costs that might arise in our drainage repair project. Regarding the deterioration of Church Road and the collapsing of the adjacent

stone wall discussion followed about determining the cost responsibility between the town and Maine DOT and Road Committee and Cemetery Committee funds.

Questions remain:

- Is there a town or DOT repair schedule for Church Road?
- Will the repair address drainage issues also?
- What is the order of events, i.e., will the ditch be repaired first?
- Will ditch repair exacerbate the damage to the wall or be curative?
- Are there funds in the budgets of both the Road and Cemetery Committees that can be applied?

Per Ben, the wall is visibly worsening and no one can predict a point at which a failure will occur. The last review of the drainage was done seven years ago. (See 2015 Limited Engineering Study commissioned by the committee.) Ben will approach Eric Dyer to determine timing of road repair and funding concepts.

Karen has a question related to expense item for \$20 placed on 3/17/2022 detail. Concern was if this was a correct line item considering its small amount. Ben will check with Teresa about this item.

Discussion turned to Wreaths Across America's presentation. Ben noted that he has approached Mrs. Whiteston at Kents Hill School. Mrs. Whiteston is involved with student outreach and is looking for opportunities for students to help in the wider community. The laying of wreaths would be a possible assist from the students. The timing was an issue as the December time frame may conflict with holiday leave. Ben also approached Select Board member, Kathryn Woodsum, who supported the idea of involvement of WAA.

Also, Maranacook Middle and High School are also looking to help in the wider community. They are interested in finding compatible projects such as this.

Marianne mentioned that since the wreaths require individuals to donate money that now is not the time to proceed with this project. Ben pointed out that the town's only commitment is the labor associated with moving the wreaths after delivery. But he agreed that in lieu of the loss of one of the new laborers his time would be constrained.

Tom made a motion that given the time frame and the pressure on the sexton's time that we table active participation in the Wreaths Across America (WAA) program until next year and that we consider a base line level participation with WAA on the meantime.

This was seconded by Marianne.

Discussion followed. This included clarification that the base line would be the laying of the wreath at the veterans' memorial outside of the town hall along with the flags of the services. Ben would determine if WAA would be interested in this limited involvement. Lee asked about the funding which was described to him by Ben. Lee offered a contact that provides wreaths. This is a local vendor that specializes in manufacturing holiday wreaths. This will also require letting WAA know what our thoughts are and finding individuals, organizations or firms who will support the project financially.

After the discussion there was no need to alter the motion. Andy called for a vote and the motion was passed unanimously. We will get with WAA and let them know our thoughts.

Related to the identification of burial sites, Warren asked if the involvement of Dr. Wang and the summer intern, Meghan Lemieux, will be used this summer. Ben said that they will not as we are able to complete the project so aptly started by those two with town resources.

### **New Business**

Tom requested that Ben give new committee member, Lee Livingston, a quick update on the sexton's role and how the committee interfaces with him and the town. This included a synopsis of the following projects:

- Wreaths Across America
- Stone repairs and the implementation of a workshop to teach interested parties
- Walkabouts in the cemeteries with appreciative citizens and the select board members.

Marianne told a story about a couple who she found "trespassing" in the cemetery and she approached them. It was a 97-year-old widower and his caregiver visiting in the early spring. They were appreciative of the grounds and special care obvious given.

Ben mentioned that once the markers come in, he will commence the Memorial Day placement activity. Tom recommended that since the local schools, Kents Hill and Maranacook, are interested in helping the community, then Ben could contact them to help the flag placement. Committee agreed that this was an excellent suggestion.

Ben and Warren to meet next Monday May 2<sup>nd</sup>, 8:00 am to discuss updating Wreaths Across America on our discussion about proceeding.

Ben and Marianne to meet at Longfellow's to look at seed packs and flower flats that might be appropriate for landscaping needs.

Spring cleanup announcement has been provided to the Readfield Messenger.

Next meeting is May 16th, 2022 at 10:30 am @ Kents Hill Cemetery.

Chair adjourned the meeting.

Respectfully submitted,

Warren Norris  
Cemetery Committee

## **Cemetery Committee Minutes - May 16, 2022.**

*Accepted at June 20, 2022 meeting*

Present: Andrews Tolman - Chair, Ben Rodriguez - Sexton, Brenda Lake, Grace Keene, Marianne Perry, Karen Peterson, Tom Molokie, Lee Livingstone, Pam Riley Osborn

The meeting started at 10:45 a.m.

**Meeting Minutes:** Karen moved and Tom seconded to approve the minutes for the April 25 meeting, as presented. No discussion. Unanimously approved. Approved minutes will be forwarded to the Town Clerk.

**Sexton's Report by Ben Rodriguez:** Ben provided a new supply of American flags for placement on veterans' graves, to be done soon. They will remain through Veterans' Day, November 11. Committee members will share the task this year, as in the past, but Ben will learn if Kents Hill School and Maranacook students might like to do this as a community project. The students might, as well, like to be involved in the cleaning of tombstones. Any tattered flags will be brought to Ben for proper disposal.

In preparation for Memorial Day, mowing by Ben, Matt and Noah has started. The weed whackers are back in operation but maintenance work on the Walker mower is not yet completed.

Some monuments at Readfield Corner need to be righted and straightened. Hugh LeMaster from Collette Monuments has been notified.

We expect Joseph Ferrannini of Grave Stone Matters in Albany NY will again work on major stone needs here in early August.

Taylor Stevenson of Stevenson Solutions in Wayne will do some tree work this summer. Ben and Taylor will confer.

Before Ben orders more supplies, Town Manager, Eric Dyer, will confirm the order.

Ben has been very busy with lot purchases, marker placements, and interments.

Ben and Marianne will plan a date to visit Longfellow's Greenhouses to purchase plants to replace winter-killed plants for Readfield Corner and East Readfield where the berms need attention.

**Old Business:** Andy reports that a warrant is being prepared for consideration to provide a well for use by those using the Readfield Corner Cemetery and for other community use, principally the ball field/Fairgrounds Community Park.

An oft visited topic may be nearing conclusion: A paving contract for roadwork on Church Road near the Readfield Corner Cemetery is close and is determined to be

wholly the financial responsibility of the Roads Committee budget, and not that of the Cemetery Committee. For years runoff from snow plowing has taken a toll on a mausoleum and close-by stone wall in that cemetery. Proper ditching is our hope for stopping the continued damage. We hope to be involved in the planning of this project and anticipate great success.

Budget: Because of a shifting of plans and expectations (reduced software needs, elimination of road work expense) the Committee has unspent funds in some lines. Reassignment of some important tasks to alleviate this are being worked on.

Chair declared adjournment at 11:14 a.m.

Next meeting is planned for June 20, 2022 at 10:30 a.m. at Kents Hill Cemetery.

Respectfully submitted,

Pam Riley Osborn

Cemetery Committee

## READFIELD ROAD COMMITTEE

July 8, 2021

Present: Chair Mike LaBerge, Roland Cote PE (Ret.), Douglas Riley PE, Brian Tarbuck PE, Anna Carll (staff), Eric Dyer Town Manager

- 1) Meeting was called to order at 6PM.
- 2) Meeting minutes from May 20<sup>th</sup> were approved as submitted.
- 3) Plains Road was “shimmed” prior to paving. “Mainely Paving” did the work. They are from Canaan. Eric notes that paving should extend at least 12 inches onto gravel drives to prevent “ravel” back into the road. This detail will be emphasized on future contracts.
- 4) “Lucas Striping” has painted the yellow center lines, white shoulder lines, and cross walks.
- 5) Eric notes that the large culvert under Beaver Dam Road, near the entrance to the Reay pit, will need to be replaced prior to paving in a couple of years.
- 6) Anna says roadside trimming is almost done. As our roadside maintenance improves, we will need to improve cleaning of ditch lines to maintain proper flow through culverts.
- 7) Anna will create several open storage bins to hold small stockpiled quantities of cold patch, gravel, crushed stone, etc.
- 8) Town is still having problems getting contractors to bid our winter plowing/maintenance contract. One contractor is participating in discussions but we would like a couple more.
- 9) Eric would like an updated plowing RFP by this October for a one year contract.
- 10) Town may plow our sidewalks with our own staff and equipment. This would eliminate an item that is difficult for contractors to perform.
- 11) Town has received “design money” from the State for the proposed sidewalk on Church Road from Route 17 to the fairgrounds.
- 12) Next meeting is scheduled for August 19, 2021

Meeting adjourned at 7:00PM.

Respectfully submitted, August 10, 2021

Douglas A. Riley PE  
Secretary

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





# Readfield MAINE

Readfield Select Board

July 18, 2022

Item # 23-003

Via online 7/15/22

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)

July 2, 2022 - 12:56pm

2603:7080:9206:1a66:89f6:cb5d:9936:2ec4

3 year Term

### Date

July 2, 2022

### Which Board, Committee or Commission are you applying for?

Library

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

### Name

Michelle Fiori

### Street Address

20 Mill Stream Rd

### Mailing Address

20 Mill Stream Rd

### Phone (Primary)

2072122477

### Phone (Secondary)

### E-Mail

mnoiles8585@gmail.com

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

I have 15 years experience working with children, particularly children with special needs and adventure based learning. I value the library as a community connector. I have a bachelor's in secondary education with a concentration in English. I've never been a board member of anything, but I would enjoy learning the process.

### If you are currently employed, what is your position?

Special education teacher

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

I enjoy being connected to my community and the library can be the hub of any great community.

### Electronic Signature

Michelle Fiori

I DO NOT

I DO/DO NOT approve the use of my contact information (address, email, phone) on the Town's public sites and publications.

X

Source URL: https://www.readfieldmaine.org/node/6133/submission/6396

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.

*emailed 7/15/22 for confirmation on attendance - BMP*

Monday, July 18, 2022

SELECT BOARD APPROVAL

To Michelle Fiori of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board of Trustees 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:

7/18/2022

thru

6/30/2025

Given under our hand this

, day of

, 20\_\_.

Dennis Price

Steve DeAngelis

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

# TOWN OF READFIELD

OFFICE USE 6/29/2022 DATE RECEIVED
--

## APPOINTMENT APPLICATION

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

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

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Term:

Name: Eric Johnson

Phone (H): \_\_\_\_\_

Street address: 30 Church Rd

Phone (C): 207-313-2993

Mailing address: Readfield

E-Mail: Maggie lobster@gmail.com

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

Working mental Health worker for 3 years.

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

people have forgotten to take care of our  
Elders needs. This year will be very critical  
with prices so high on all item they will need.

If you are currently employed, what is your position?

Deli clerk

APPLICATION FOR APPOINTMENT FOR:

Name: Eric Johnson Position: Age Friendly Term: 8 3yr

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

Check one!

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

Name: Eric Johnson Date: 25 JUNE 2022

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: [X] 1st time Appointment [ ] Re-Appointment
Was this position advertised? [X] Yes [ ] No If no, please explain:

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

Monday, July 18, 2022

SELECT BOARD APPROVAL

To Eric Johnson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly 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:

7/18/2022 thru 6/30/2025. Given under our hand this [ ] day of [ ], 20\_\_.

Dennis Price

Steve DerAngelis

Sean Keegan

Carol Doorenbos

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

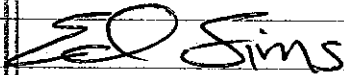
Chair has been notified of appointment? [ ] Yes [ ] No If yes, what date:
Is an Oath appropriate: [ ] Yes [ ] No If yes, what date

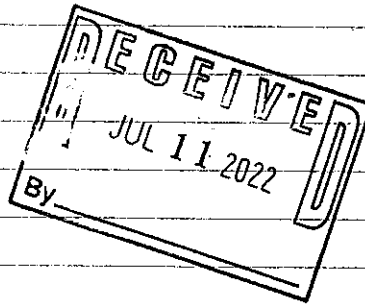
7/11/22

Town Clerk  
Readfield

PLEASE remove me from  
the Age Friendly Comm. ~~to~~  
due to other commitments  
effective immediately

Thanks

 Ed Sims



# **OLD BUSINESS**

**RESERVED**

# **NEW BUSINESS**



**Pre Commitment - ESTIMATE**  
**Town of Readfield**  
**FY 2022 MUNICIPAL TAX RATE CALCULATION FORM**

- ESTIMATE ONLY -

1. Local Taxable Real Estate Valuation.....		\$324,296,395	
2. Local Taxable Personal Property Valuation.....		\$1,262,161	
3. Total Taxable Valuation (Line 1 plus line 2).....			\$325,558,556
4. a) Total of Homestead Exemption Valuation.....		\$18,830,800	
4. b) Homestead exemption reimbursement value.....		\$13,746,484	
5. a) Total of BETE Exempt Property.....		\$892,401	
5. b) BETE exemption reimbursement value.....		\$446,201	
6. Valuation Base (Line 3 plus lines 4b and 5b).....			\$339,751,241

**APPROPRIATIONS**

7. County Tax.....		\$352,031	
8. Municipal Appropriation.....		\$2,867,610	
9. TIF Financing Plan Amounts.....		\$0	
10. <b>School/Educational Appropriations</b> .....		\$3,713,505	
(Adjusted to Municipal Fiscal Year)			
11. Total Appropriations (Add lines 7 through 10).....			\$6,933,146

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....		\$400,000	
13. Other Revenues: (Revenues not accounted for in Municipal Appropriation which are to be used to reduce the commitment such as Tree Growth and Veterans reimbursement, trust fund income, etc.)		\$1,604,824	
		\$862,786	
14. Total Deductions (Line 12 plus line 13).....			\$2,004,824
15. Net to be raised by local property tax rate (Line 11 minus line 14)			\$4,928,322

16.	$\frac{\$4,928,322.00}{\text{(Amount from line 15)}}$	×	1.05	=	\$5,174,738.10	Maximum Allowable Tax
17.	$\frac{\$4,928,322.00}{\text{(Amount from line 15)}}$	÷	$\frac{\$339,751,241}{\text{(Amount from line 6)}}$	=	0.01451	Minimum Tax Rate
18.	$\frac{\$5,174,738.10}{\text{(Amount from line 16)}}$	÷	$\frac{\$339,751,241}{\text{(Amount from line 6)}}$	=	0.01523	Maximum Tax Rate
19.	$\frac{\$325,558,556}{\text{(Amount from line 3)}}$	×	<b>14.58</b> <small>(MILL RATE)</small>	=	<b>\$4,746,403.15</b>	<b>MIL RATE</b> <b>TO BE DETERMINED</b>
20.	$\frac{\$4,928,322.00}{\text{(Amount from line 15)}}$	×	0.05	=	\$246,416.10	Maximum Overlay
21.	$\frac{\$13,746,484}{\text{(Amount from line 4b)}}$	×	$\frac{0.01458}{\text{(Selected Rate)}}$	=	\$200,413.58	Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	$\frac{\$446,201}{\text{(Amount from line 5b)}}$	×	$\frac{0.01458}{\text{(Selected Rate)}}$	=	\$6,505.27	BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	$\frac{\$4,953,322.00}{\text{(Line 19 plus line 21 \& 22)}}$	-	$\frac{\$4,928,322.00}{\text{(Amount from line 15)}}$	=	<b>\$25,000.00</b>	Overlay <small>(Enter on line 5, Assessment Warrant)</small>

**(If Line 22 exceeds Line 20 select a lower tax rate.)**

**What's it gonna cost me if I'm a resident?**

FY23 HOME VALUE

\$ 260,000 = \$240,000 in 2022, \$220,000 in 2021 and \$200,000 in 2020

TAX YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2023	14.58	\$ 25,000	\$ 3,426	\$ 31.28
2022	15.79	\$ 25,000	\$ 3,395	\$ (31.30)
2021	17.57	\$ 25,000	\$ 3,426	\$ (92.85)
2020	19.55	\$ 20,000	\$ 3,519	\$ 19.80
2019	19.44	\$ 20,000	\$ 3,499	\$ 27.00
2018	19.29	\$ 20,000	\$ 3,472	\$ (29.85)
2017	18.93	\$ 15,000	\$ 3,502	\$ 66.85
2016	18.08	\$ 10,000	\$ 3,435	\$ (79.80)
2015	18.5	\$ 10,000	\$ 3,515	\$ 57.00
2014	18.2	\$ 10,000	\$ 3,458	

0.9%

**What's it gonna cost me if I'm not?**

-2.64%

FY23 HOME VALUE

\$ 260,000

YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2023	14.58	\$ -	\$ 3,791	\$ 1.01
2022	15.79	\$ -	\$ 3,790	\$ (75.80)
2021	17.57	\$ -	\$ 3,865	\$ (44.60)
2020	19.55	\$ -	\$ 3,910	\$ 22.00
2019	19.44	\$ -	\$ 3,888	\$ 30.00
2018	19.29	\$ -	\$ 3,858	\$ 72.00

**What's the value of the Homestead Exemption**

YEAR	TAX RATE	HOMESTEAD	VALUE
2023	14.58	\$ 25,000	\$ 364.48
2022	15.79	\$ 25,000	\$ 394.75
2021	17.57	\$ 25,000	\$ 439.25
2020	19.55	\$ 20,000	\$ 391.00
2019	19.44	\$ 20,000	\$ 388.80
2018	19.29	\$ 20,000	\$ 385.80
2017	18.93	\$ 15,000	\$ 283.95
2016	18.08	\$ 10,000	\$ 180.80

**What's the Value of a Mil?**

YEAR	AMT TO RAISE	VALUE OF 1 MIL	TAX IMPACT OF \$100,000
2023	\$ 4,746,403	\$ 325,558.56	0.31 Mils

## Summary of Recent State Sponsored Municipal Tax Relief Programs \* ^

	<b>Senior / Disabled Property Tax Deferral Program</b>	<b>Senior Property Tax Freeze Program</b>
<b>Legal Title</b>	An Act to Provide Allocations for the Distribution of State Fiscal Recovery Funds	An Act to Stabilize Property Taxes for Individuals 65 Years of Age or Older Who Own a Homestead for at Least 10 Years
<b>Legislative Session and LD</b>	129th Legislature - LD 1733	130th Legislature - LD 290
<b>Law Chapter</b>	Title 36, Chapter 908	Title 36, Chapter 908-B
<b>State Funding Mechanism</b>	Fiscal Recovery Funds	General Fund
<b>Effective Date</b>	January 5, 2022	August 8, 2022
<b>Tax Impact</b>	Property taxes accrue with interest, but payment is deferred until death or sale/transfer	Property Taxes are due, but stay the same as they were the year before the application - they are "frozen"
<b>Application Information</b>		
Application Availability	Yes	No (as of July 14, 2022)
Application Deadline	April 1	December 1
Application Frequency	One time	Every year
State Guidance Availability	Yes	Incomplete (as of July 14, 2022)
<b>Eligibility Criteria</b>		
Upper Income & Asset Limits	Yes - both income and asset	No
10-year Residency "Homestead"	No	Yes
Property Ownership Required	Yes	Yes
Disability	Yes	N/A
Lower Age Limit	Yes (does not apply to disability)	Yes
Transferrable (in Maine)	No	Yes
Other Criteria / Limits	Several - read the fine print	Minimal - see above
<b>Homeowner / Heir Repayment</b>		
Repayment Required	Yes	No
Repayment Mechanism	Collateralized loan (property lien)	N/A - State subsidy

\* This is a summary of two programs that recently became law. This is not a complete comparison and each program should be carefully reviewed and considered by taxpayers. Contact the town Office with any questions, but **please be aware that there are still many unanswered questions on the Senior Tax Freeze Program until applications and guidance are published by the State of Maine.**

^ This summary is oriented toward taxpayers and municipal officials explaining the programs to taxpayers. There are extensive considerations for elected and appointed municipal officials related to how municipalities are affected with respect to their level of involvement in the review and processing of applications, management of records and accounting, and repayment for lost revenue.

# *The State Property Tax Deferral Program: A Guide for Municipalities*

36 M.R.S. §§ 6250-6266

Deferred Collection of Homestead Property Taxes, also known as the State Property Tax Deferral Program, is a State program that allows qualifying individuals to defer payment of the property taxes on their homesteads until they pass away, move, or sell their property. During the period when the taxes are being deferred, the State reimburses the municipality for the deferred taxes. The deferred tax, plus interest, is then required to be repaid to the State by the individual or their estate when they pass away, move, sell the property, or move the property (if mobile or floating home) out of Maine. This is a State-level program, not to be confused with the Municipal Property Tax Deferral for Senior Citizens program in Title 36, Chapter 908-A. Except as noted, references to “deferral program” in this publication means the State Property Tax Deferral Program.

## **Program Administration**

### *Maine Revenue Services (“MRS”):*

- Overall responsibility for administration of the program.
- Reviews and approves applications for the deferral program.
- Notifies municipal assessors which accounts are approved to participate in the program.
- Reimburses municipalities for taxes deferred under the program.
- Tracks deferred taxes and interest for each account.
- Provides an annual notice/statement to each participating taxpayer.
- Records list of tax deferred properties for each municipality with county registry.
- Collects deferred taxes when participating taxpayer passes away, moves, or sells the property.

### *Municipal Assessor:*

- Accepts applications from interested applicants between January 1 and April 1.
- Verifies information on the application and forwards to MRS within 30 days of receipt.
- After notification from MRS, labels participating accounts in the commitment book.
- Notifies MRS of potential changes that may affect a taxpayer’s ongoing eligibility for the program, such as removal of a homestead exemption, change in ownership status, or enrollment in a municipal property tax deferral program.

### *Municipal Tax Collector:*

- Completes Municipal Report listing participating accounts and forwards to MRS with associated tax bills within 30 days of commitment.
- Notifies MRS if a municipal lien is placed on a property enrolled in the program.

## **Eligible Individuals**

To be eligible for the program, one of the following two conditions must be met on April 1 of the year for which the applicant first requests deferral:

1. The applicant is at least 65 years old or
2. The applicant is unable to work due to disability.

To qualify under the disability section, the applicant must have been determined by a state or federal government agency to have a permanent and total impairment or condition that prevents them from being employed.

In addition, the applicant must have income of less than \$40,000 for the calendar year immediately preceding the calendar year in which the claim is filed and must have liquid assets of less than \$50,000 (or \$75,000 if filing a joint application). Liquid assets are anything of value that can be converted to cash in three months or less, including:

- Bank accounts and CDs;
- Money market and mutual funds;
- Life insurance policies;
- Stocks and bonds; and
- Lump-sum payments and inheritances.

### **Eligible Property**

An applicant who meets the eligibility requirements above may request deferral of property taxes on their homestead. The applicant must own and occupy the homestead, and the property must be receiving a homestead exemption. For purposes of the deferral program, the homestead includes the principal dwelling and up to 10 contiguous acres on which the homestead is located.

If the applicant's homestead is located in a multi-unit building, the eligible property is the portion of the building used as the principal dwelling plus the percentage of the value of the common areas and the land on which the building is located.

Other requirements:

- There must be no existing municipal lien on the property;
- The property cannot be receiving a deferral of taxes under a municipal property tax deferral program;
- There must be nothing prohibiting the deferral in any federal law, rule, or regulation; and
- The applicant must own the property in fee simple, i.e., there must be no limitations on the applicant's ability to sell or encumber the property.

### **Application Process**

An eligible taxpayer who wishes to defer their taxes must file a completed application with the assessor in the municipality in which their homestead is located between January 1 and April 1. The application is available on the MRS website at [www.maine.gov/revenue/tax-return-forms/property-tax](http://www.maine.gov/revenue/tax-return-forms/property-tax). The

municipal assessor, after verifying certain information regarding the property, will forward the application to MRS within 30 days of receipt. Pursuant to 36 M.R.S. § 191, an application and information contained within an application are confidential and not public records as defined in Title 1, section 402, subsection 3. Municipal assessors should not retain copies of the applications once they have been forwarded to MRS.

MRS will review and approve or deny the application, and may request additional information from the taxpayer or the municipality to confirm the applicant's eligibility for the program. If MRS determines that a taxpayer is not eligible to participate in the program, MRS will send the taxpayer a notice of the denial. They may file an appeal of the denial with the State Board of Property Tax Review within 30 days of receipt of the notice.

MRS will notify each municipal assessor which accounts have been approved for deferral in their municipality for the tax year on or before May 1. The municipal assessor must note in the commitment book each year which accounts are participating in the deferral program.

Within 30 days of commitment of taxes, the municipal tax collector must complete the Municipal Property Tax Report, available on the MRS website at [www.maine.gov/revenue/tax-return-forms/property-tax](http://www.maine.gov/revenue/tax-return-forms/property-tax), listing the properties in the municipality that are participating in the deferral program along with copies of the associated property tax bills. MRS will review the report and reimburse the municipality for the tax deferred under the program within 60 days of receipt.

### **Program Maintenance**

When a taxpayer has been accepted into the program, MRS will create an account for each taxpayer. Taxes that have been deferred will accrue interest at the general rate MRS sets for delinquent taxes, minus one percentage point. For calendar year 2022, the applicable interest rate for taxes deferred under the program is 4%. MRS will provide each participating taxpayer a notice that includes the total amount of deferred taxes and accrued interest on or before December 15 each year. Full or partial payments of deferred tax and interest may be made at any time without affecting the tax-deferred status of the property. Approved taxpayers may continue to defer future taxes without further filings until: 1) there is a change in circumstance that disqualifies them from the program, or 2) a repayment event occurs.

*Disqualifying Circumstances:* A change in any of the following circumstances will render the property ineligible to continue in the deferral program, and future taxes may not be deferred:

- The taxpayer no longer owns the tax-deferred property in fee simple;
- There is a prohibition to the deferral of property taxes in a federal law, rule, or regulation applicable to the taxpayer or the tax-deferred property;
- The property is accepted into a municipal property tax deferral program; or
- There is a municipal lien placed on the tax-deferred property.

Taxes for the current and prior years may continue to be deferred until a repayment event occurs.

*Repayment Events:* Any of the following events will require removal of the property from the program and repayment of tax and interest on all deferred years:

- The taxpayer dies;
- The tax-deferred property is sold;
- The tax-deferred property ceases to be the taxpayer's homestead, unless the individual is absent for health reasons; or
- The tax-deferred property (a mobile or floating home) is removed from the State.

If a repayment event occurs, MRS will send notice by certified mail to the taxpayer or their heirs listing the total amount of deferred taxes and interest outstanding on the tax-deferred property and demanding payment on or before April 30 of the year following the tax year in which the repayment event occurred. If the outstanding amount is not paid by the April 30 demand date, MRS will record a lien certificate with the registry of deeds. If the amount due is still not paid in full within 12 months of the date the lien certificate is recorded, the tax-deferred property will be deemed foreclosed and the State will take title to the tax-deferred property.

*Exceptions:*

- Notwithstanding the above timeline, if a mobile or floating home is removed from the State, the outstanding amount of deferred tax and interest must be paid five days before the tax-deferred property is removed.
- A spouse who does not meet the age or disability requirements for participation in the program, but is otherwise qualified, may elect to continue to defer previously-deferred taxes by filing an application between January 1 and April 1 of the year following the year in which the repayment event occurs.

For further information on the State Property Tax Deferral Program, contact the Property Tax Division of Maine Revenue Services at:

MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION  
P.O. BOX 9106  
AUGUSTA, ME 04332-9106  
TEL: (207) 624-5600  
EMAIL: [prop.tax@maine.gov](mailto:prop.tax@maine.gov)  
[www.maine.gov/revenue/taxes/property-tax](http://www.maine.gov/revenue/taxes/property-tax)



# State of Maine

## PROPERTY TAX DEFERRAL APPLICATION on owner-occupied homesteads

36 M.R.S., Chapter 908

Must be filed with the municipal assessor between January 1 and April 1

### Owner information

Name of owner: \_\_\_\_\_ Social security number: \_\_\_\_\_

Name of additional owner(s): \_\_\_\_\_ Social security number: \_\_\_\_\_

If more than two owners are on the property deed, attach a page listing names and social security numbers

Address: \_\_\_\_\_

Property description:     Single-family residence     Condo/townhouse     Mobile home  
                                   Other - specify: \_\_\_\_\_ Land (in acres): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check each box that applies:

- I will be at least 65 years old or I have a documented disability that makes me unable to be employed as of April 1 of this year.
- I own this property without limitations (fee simple) and this property receives a homestead exemption.
- This property is not currently in a municipal deferral program, there are no municipal liens against it, and there are no prohibitions against the property that prevent selling it.

If you are unable to check all three boxes, you do not qualify for deferral of taxes at this time.

### Direct heirs

(individuals who will most likely be the personal representatives of the property owner's estate)

Name of heir: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of additional heir: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If more than two heirs may be personal representatives, attach a page listing names and contact information.

### Income

Complete line 1 or line 2 below, but not both. Complete line 1 if you do not file a Federal income tax return. Complete line 2 if you do file a Maine income tax return. Include income from all owners.

IF YOU DO NOT FILE A FEDERAL INCOME TAX RETURN, ENTER:

1. (a) Social security benefits and railroad retirement benefits: ..... 1a. \$ \_\_\_\_\_
- (b) Interest and dividends: ..... 1b. \$ \_\_\_\_\_
- (c) Pensions, annuities and IRA distributions: ..... 1c. \$ \_\_\_\_\_
- (d) Wages, salaries, tips, etc.: ..... 1d. \$ \_\_\_\_\_
- (e) Other income: ..... 1e. \$ \_\_\_\_\_

IF YOU DO FILE FEDERAL INCOME TAX RETURN, ENTER:

2. (a) Federal total income. (Federal Form 1040 or Form 1040-SR, line 9: ..... 2a. \$ \_\_\_\_\_
- (b) Social security and railroad retirement benefits not included on line 2a: ..... 2b. \$ \_\_\_\_\_
- (c) Interest not included on line 2a: ..... 2c. \$ \_\_\_\_\_
- (d) Loss add-backs. .... 2d. \$ \_\_\_\_\_
3. Total income. Enter the sum of either lines 1a through 1e or lines 2a through 2e: ..... 3. \$ \_\_\_\_\_



## Liquid Assets

Enter amounts for all owners of the property.

4. (a) Bank accounts: ..... 4a. \$ \_\_\_\_\_  
(b) Certificates of deposit: ..... 4b. \$ \_\_\_\_\_  
(c) Money market funds and mutual funds: ..... 4c. \$ \_\_\_\_\_  
(d) Life insurance policies: ..... 4d. \$ \_\_\_\_\_  
(e) Stocks and bonds: ..... 4e. \$ \_\_\_\_\_  
(f) Lump sum payments and inheritances not included on any of lines 4-8: ..... 4f. \$ \_\_\_\_\_  
(g) Other liquid assets not included in any of lines 4-9: ..... 4g. \$ \_\_\_\_\_  
(h) Total assets. Enter the sum of lines 4 through 10: ..... 4h. \$ \_\_\_\_\_

**DECLARATION(S) UNDER THE PENALTIES OF PERJURY.** I declare that I have examined this return/report/document and (if applicable) accompanying schedules and statements and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Property owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional property owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

If more than two owners are on the property deed, attach a page with signatures and dates of other owners.

For office use only    HEX   Map/lot: \_\_\_\_\_    Multi-unit    No municipal lien

# INSTRUCTIONS

An owner of a home that receives a homestead exemption may apply for deferral of taxes on that home if the owner has income of less than \$40,000 and liquid assets of less than \$50,000 (less than \$75,000 if more than one owner and both are applying) and the owner is either 65 and older or is unable to be employed by reason of a disability.

## Owner information

Enter the name and social security number of every person included on the deed to your home. If there are more than two owners, attach a separate page with all owner names and social security numbers.

**Address.** Enter the physical address of your home. P.O. Box addresses are not acceptable.

**Property description.** Check the box that most accurately describes your home and enter the number of acres of land you own as part of this home. If you check the "Other" box, enter a short description of the type of property, for example enter "apartment" if you own an apartment building and live in one of the units. If you check the "Condo/townhouse" box and you own a portion of the land, enter the number of acres the building sits on. If you do not own the land your home is on, such as a mobile home on a rented lot, enter "0."

**Phone.** Enter the best number where you may reach you during the day.

**Email.** Enter your email address. If you don't have an email address, leave this line blank.

**Check each box that applies:**

**I will be at least 65 years old or I have a documented disability that makes me unable to be employed on April 1 of this year.** If any owner of the property included in the Owner Information section is 65 years old or older or has a documented disability that makes them unable to be employed, check the first box. You must attach proof. Proof of age, if 65 or older, includes a copy of your driver's license, birth certificate, or other official document that shows your name and birth date. Proof of disability includes a copy of a statement from a federal or state agency. "Disability" means a permanent and total impairment or condition that prevents an individual from being employed as determined by an agency of this State or of the Federal Government.

**I own this property without limitations (fee simple) and this property receives a homestead exemption.** If you own your home without limitations such as needing permission from a third party to sell the home and if your home receives a property tax homestead exemption, check this box. Your most recent property tax bill will show a deduction of value for this exemption if you receive it. You don't need to attach proof; your local assessor will know if you receive

a homestead exemption. If your assessor has a question about ownership of your home, they may ask to see your deed.

**This property is not currently in a municipal deferral program, there are no municipal liens against it, and there are no prohibitions against the property that prevent selling it.** If your municipality has not deferred some or all of your property taxes, if there is no municipal lien against your home, and your deed contains no restrictions on your ownership, check this box. You don't need to attach proof; your local assessor may request to look at your deed if they have any question about your ownership.

## Direct heirs

This section is for information about who you have designated or who you will designate as the personal representative of your estate. If you don't know who will be personal representative, enter the information for your closest relative, such as your spouse or your child. If you have more than two heirs, attach a separate page with all heir names, addresses, phone numbers, and emails.

## Income

**If you do not file federal Form 1040 or Form 1040-SR:**

**Line 1a. Social security and railroad retirement benefits.** Enter all payments received under the federal Social Security Act, including regular social security benefits, social security disability benefits and supplemental security income. Include the gross amount before Medicare is subtracted. This amount can generally be found on federal Form SSA-1099. (See also federal Form 1040, line 6a or Form 1040-SR, line 6a). Also enter on this line the amount of railroad retirement benefits received. This amount can generally be found on federal Form RRB-1099 or RRB-1099-R.

**Line 1b. Interest and dividends.** Enter all interest and ordinary dividends you received. These amounts can generally be found on the federal Form 1099 issued by the payer.

**Line 1c. Pensions, annuities and IRA distributions.** Enter the amount of all pensions, annuities and IRA distributions you received that would be included in federal total income if you filed a federal income tax return. These amounts can generally be found on the federal Form 1099 issued by the payer.

**Line 1d. Wages, salaries, tips, etc.** Enter the total amount of wages, salaries and other compensation that would be included in federal total income if you filed a federal income tax return. This amount is generally reported in box 1 of the federal Form W-2 or on the federal Form 1099 issued by the payer.

**Line 1e. Other income.** Enter alimony received; business income (but do not enter business losses); capital gains; other gains; any income from rental real estate, royalties, partnerships, S corporations, trusts, etc.; farm income; unemployment compensation; any other income that would be included in federal total income if you filed a federal income tax return. For more information on federal total income, see the federal income tax forms and instructions at [www.irs.gov](http://www.irs.gov).

**If you do file federal Form 1040 or Form 1040-SR:**

**Line 2a. Federal total income.** Enter your federal total income from federal Form 1040, line 9 or Form 1040-SR, line 9 plus any unemployment compensation not included on federal Form 1040 or 1040-SR, line 9. If filing Form 1040ME, Schedule NRH, enter the amount from Schedule NRH, line 1j, column B.

**Line 2b. Social security and railroad retirement benefits not included on line 2a.** Enter only amounts not already included in federal total income on line 2a. If filing Form 1040ME, Schedule NRH, enter your portion of the interest earned.

**Line 2c. Interest not included on line 2a.** If you received any interest income that is not included in federal total income on line 2a, enter that amount on this line.

**Line 2d. Loss add-backs.** Enter the amount of any negative amount (net loss) shown on federal Form 1040 or Form 1040-SR, line 7 and federal Schedule 1, lines 3, 4, 5, 6, and 8. Enter the total of the amounts as a positive number. If filing Form 1040ME, Schedule NRH, enter only those amounts shown on Schedule NRH, column B, lines 1f, 1g, 1h, and 1i.

## Liquid assets

**4a. Bank accounts.** Enter the total amount of your deposits in bank accounts, including checking, savings, and any other accounts. Enter the balances from your most recent bank statement.

**4b. Certificates of deposit.** Enter the current balance of any investments in certificates of deposit from your most recent account statement. Do not include any amounts entered on line 4.

**4c. Money market funds and mutual funds.** Enter the current balance of any investment in money market funds or mutual funds from the most recent statement. Do not include any amounts entered on lines 4 or 5.

**4d. Life insurance policies.** Enter the current cash value of any life insurance policy. Do not include any amount entered on lines 4-6.

**4e. Stocks and bonds.** Enter the current value of any investment in stocks and/or bonds. Do not include any amount entered on lines 4-7.

**4f. Lump sum payments and inheritances not included in any of lines 4-8.** Enter any amounts, including money not in a bank account or invested elsewhere, not already included in lines 4-8.

**4g. Other liquid assets not included in lines 4a-4f.** Enter any cash or investment not included in lines 4a-4f.

## Instructions for municipal assessor

Verify that the name on the application matches the name on the tax account for the property on this application.

Verify that the homeowner receives a homestead exemption for this property and check the HEX box on page 2 of the application. Enter the map and lot for the property and check the Multi-unit box if the homestead is a multiple family dwelling, such as a condominium or duplex. Verify that this property does not currently have a municipal lien for unpaid property taxes and check the No municipal lien box.

If there is a question about ownership, verify that the applicant owns fee simple title to the property and that there are no other restrictions preventing transfer.

Forward this application, within 30 days, to: Maine Revenue Services, Property Tax Division, P.O. Box 9106, Augusta, ME 04332-9106.



# MAINE TAX ALERT

A Publication of Maine Revenue Services (“MRS”) for Tax Professionals

Volume 32, Issue 18

June 2022

## **New Property Tax Law for Homesteads of Senior Residents**

During the most recent session, the Legislature passed L.D. 290 - “An Act To Stabilize Property Taxes for Individuals 65 Years of Age or Older Who Own a Homestead for at Least 10 Years.” This new law allows certain senior residents to stabilize, or freeze, the property taxes on their homestead. An applicant must be at least 65 years old, a permanent resident of the State, and must have owned a Maine homestead for at least ten years. As long as the individual files an application each year, the tax on their homestead is fixed at the amount assessed in the year prior to the initial application. Eligible residents may transfer the fixed tax amount to a new homestead, even between municipalities. The State will fully reimburse municipalities for lost revenue. The law goes into effect on August 8, 2022, and applies to property tax years beginning April 1, 2023.

Interested taxpayers will need to apply with the municipality where their homestead is located on or before December 1. Maine Revenue Services is currently drafting forms and instructions, along with guidance for applicants and municipalities, which will be released in advance of the law’s effective date in August. The text of the new law is available on the Maine Legislature’s website: [legislature.maine.gov/bills/getPDF.asp?paper=SP0126&item=5&snum=130](http://legislature.maine.gov/bills/getPDF.asp?paper=SP0126&item=5&snum=130). For additional questions, please contact the Property Tax Division at (207) 624-5600 or [prop.tax@maine.gov](mailto:prop.tax@maine.gov).

## **MRS Rulemaking Activity**

### **Proposed Rule**

**Rule 211 (Regular Rulemaking), “Deferred Collection of Homestead Property Taxes.”** Effective May 9, 2022, MRS adopted Rule 211 as an emergency rule to explain the documentation for the disability qualification portion of the Deferred Collection of Homestead Property Taxes Program, recently enacted under 36 M.R.S. §§ 6250-6266. MRS is now proposing to adopt this same rule through the regular rulemaking process.

Proposed rules are available on MRS’s website, at [www.maine.gov/revenue/publications/rules](http://www.maine.gov/revenue/publications/rules), under “Current MRS Rulemaking Activity.” Comments on the proposed adoption of Rule 211 are due by July 30, 2022, and must be directed to Alex Weber, General Counsel, either by email at [alexander.j.weber@maine.gov](mailto:alexander.j.weber@maine.gov) or by mail at P.O. Box 1060, Augusta, ME 04332-1060.

STATE OF MAINE

IN THE YEAR OF OUR LORD

TWO THOUSAND TWENTY-TWO

S.P. 126 - L.D. 290

**An Act To Stabilize Property Taxes for Individuals 65 Years of Age or Older  
Who Own a Homestead for at Least 10 Years**

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

Sec. 1. 36 MRSA c. 908-B is enacted to read:

**CHAPTER 908-B**

**PROPERTY TAX STABILIZATION FOR SENIOR CITIZENS**

**§6281. Stabilization of property taxes on homesteads of individuals 65 years of age or older**

**1. Definitions.** As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.

**A. "Eligible homestead"** means a homestead occupied by an eligible individual who is eligible for a homestead exemption under chapter 105, subchapter 4-B for the property tax year during which an application for stabilization is made.

**B. "Eligible individual"** means an individual who:

**(1) Is 65 years of age or older; and**

**(2) Is a permanent resident of the State as defined in section 681, subsection 4 who has owned a homestead in the State for at least 10 years.**

**C. "Homestead"** has the same meaning as under section 681, subsection 2.

**D. "Stabilize"** means to maintain the property tax billed to an eligible individual for the individual's eligible homestead at the amount billed for that homestead for the property tax year preceding the date of application for stabilization.

**2. Application for stabilization.** An individual may apply by December 1st to the municipality in which the individual's homestead is located requesting that the municipality stabilize the property tax assessed on that individual's homestead for the property tax year beginning on April 1st following the submission of the application. A new application is required for each year for which stabilization is requested.

**3. Stabilization for eligible individual.** If a municipality determines that an applicant for stabilization under subsection 2 is an eligible individual and that the individual's homestead is an eligible homestead, the municipality shall stabilize the property tax on the individual's homestead billed for the property tax year for which stabilization was requested.

**4. Transfer of eligibility.** If an eligible individual has been eligible for stabilization under this section and establishes a new homestead in the State, the individual continues to be eligible for stabilization. If an eligible individual establishes a new homestead in a different municipality, at the request of the eligible individual, the municipality where eligibility was first established shall notify the new municipality of the eligible individual's previous eligibility and the amount at which the property taxes were stabilized. The new municipality shall bill the eligible individual at the stabilized amount and is eligible for state compensation under subsection 5.

**5. State compensation.** A municipality that has stabilized property tax for an eligible individual under this chapter may recover from the State 100% of the amount by which the property tax assessed on the homestead of an eligible individual in the usual manner exceeds the stabilized amount of property tax billed under subsection 3. A municipality claiming compensation under this subsection shall submit a claim to the bureau by November 1st of the year in which the property tax was stabilized. The bureau shall review claims and determine the total amount to be paid to each municipality. The bureau shall certify and the Treasurer of State shall pay the amount due to each municipality by January 15th of the year following the year in which the claim for compensation was submitted.

**Sec. 2. Appropriations and allocations.** The following appropriations and allocations are made.

**ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF  
Revenue Services, Bureau of 0002**

Initiative: Provides funding for one property appraiser, one half-time, temporary property appraiser, mandate reimbursement costs and All Other costs to process and audit applications.

<b>GENERAL FUND</b>	<b>2021-22</b>	<b>2022-23</b>
POSITIONS - LEGISLATIVE COUNT	0.000	1.500
Personal Services	\$0	\$107,624
All Other	\$0	\$207,618
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$315,242</b>

**TOWN OF READFIELD**  
**Certification of Abatement**  
**Tax Year: 2020/2021**

Jason and Melissa Tims  
471 Plains Road  
Readfield, Maine 04355

Real Estate Tax: Map 115 Lot 008-001  
Account #2106

We have abated the following sum of Real Estate Taxes assessed for 2020/2021:

Valuation	\$29,500
Mil Rate	<u>x .01757</u>
Tax Amount	\$518.31

Reason for the abatement: This account was combined with another and should have been deleted for the 2020 and 2021 tax years.

Select Board of Readfield

Date \_\_\_\_\_

\_\_\_\_\_ Dennis Price, Chair

\_\_\_\_\_ Kathryn Mills Woodsum Vice Chair

\_\_\_\_\_ Steve DeAngelis

\_\_\_\_\_ Carol Doorenbos

\_\_\_\_\_ Sean Keegan

This account was combined with another and should have been deleted for the 2020 and 2021 tax years.





## **TOWN OF READFIELD – Town Manager**

**8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355**  
**Office (207) 685-4939 • Cell (207) 242-5437**  
**Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)**

**Date:** July 15, 2022  
**To:** Readfield Select Board  
**From:** Eric Dyer, Town Manager  
**Subject:** Next Steps and Funding - Fairgrounds Community Park and Conservation Project

### Next Steps:

While the Fairgrounds Community Park and Conservation Project was not supported at Town Meeting, a majority of the public and private comment received indicated the primary concerns were the lack of already-secured grant funds, the potential reliance on bonding, and the use of local tax dollars to support the project. Other concerns were voiced regarding the location and scope of the project. There was unfortunately a lot of false and misleading information presented to voters that may have adversely affected the vote.

With this project being a long-standing and generally well supported community goal (less the use of bonding and tax dollars) the Select Board should consider moving forward with the project while being mindful of the feedback received through Town Meeting.

### Action Items:

The Select Board should consider and vote on the following action items to confirm their positions on the project and take a leadership role in its management:

- Develop a plan to address the false and misleading information presented prior to Town Meeting.
- Recognize that the planning and development process for the Fairgrounds Project was inclusive, thorough, and resulted in a well-balanced project that meets the needs of the community.
- Designate the Readfield Fairgrounds as the location for the Fairgrounds Project to the exclusion of all other publicly owned properties, including those held by RSU #38.
- Utilize the already available engineering and design documents to begin the local and state permitting processes - this may require the expenditure of funds for additional engineering support and permit fees to complete the process.
- Commit to a Request for Proposal process in the coming year to confirm the project cost.
- Commit to a fundraising effort that seeks to fund the project without the use of local tax dollars. This may include local cash and in-kind donations, grants, and ARPA funds.
- Commit to an update of the Fairgrounds Management Plan, recognizing that the Fairgrounds Project as developed is consistent with and supported by the existing plan.

### Potential Funding Sources:

Multiple funding sources outside of local tax dollars may be available to support the project. They include but are not limited to:

**Local Fundraising** - In the past a small ballfield project was constructed at the Fairgrounds using exclusively cash and in-kind donations from the community. The project would not have been possible without one large cash donation of around \$25,000 and significant earthwork and material contributions from local contractors. In-kind donations would include the work of the National Guard, which has been mentioned as a possible option, but one that might not be viable until the project is further along in the funding and approval process.

Monetary donations should be made to the Town of Readfield, not to the recreation, trails, or conservation groups. Contributions are tax deductible. We have a dedicated revenue account for collecting and tracking donations and can establish an online donation portal to make the donation process easier and save money on third-party collection and processing fees.

I am recommending that the town establish a \$150,000 cash donation target and a \$50,000 (local) in-kind contribution target for the Fairgrounds Project.

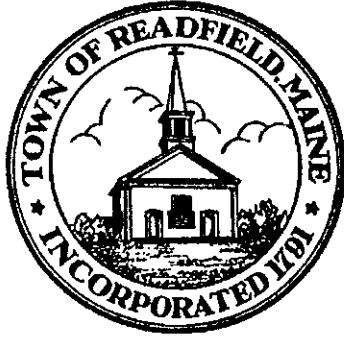
**ARPA Funds** - The American Rescue Plan Act provided for direct assistance for COVID-19 related impacts and needs to state and local government entities. Through a population based formula the Town of Readfield was allocated \$271,538. These funds were requested through the State of Maine and the first tranch of \$135,769 was issued to the Town on October 8, 2021. The Select Board authorized allocations including supplemental pay for municipal employees and firefighters, and for broadband consulting and planning work. Additional funds were allocated for municipal broadband network construction but that project was voted down at Town Meeting. The second tranch of \$135,769 was issued in late June of 2022. Interim rules for use of these funds were modified and made permanent between when the first and second tranch were issued, and were authorized for use toward any governmental activity.

Reporting for the ARPA funds expended to date was completed through the end of the third quarter, and internal accounting was completed through the end of the fiscal year, June 30, 2022. In total, the Town expended \$69,704.00 through the third quarter and an additional \$11,980.75 in the fourth. This leaves \$190,168.96 in available ARPA funding. I am recommending that these remaining funds be allocated by vote of the Select Board to be used to support the Fairgrounds Project. They can be used for grant matching, planning, and direct construction costs.

**Grants** - There are many grant opportunities available and work has already commenced on one of them. To date, potential grant funding sources include:

- Harold Alfond Foundation - The Harold Alfond Foundation funds grant projects in the areas of education, health care, and youth and community development, primarily in the State of Maine. An application for the Fairgrounds Project is in-process but needs completion.
- Land and Water Conservation Fund - grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation. The Fairgrounds Project is an ideal recipient in many ways.
- Other Opportunities - We should make a concerted effort to identify other funding opportunities.

The Select Board may wish to dedicate staff resources to the grant seeking process and reach out to volunteers to support grant-writing efforts. They can be detail intensive and time consuming but we have a lot of very talented people in town!



## TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 931-7680

Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

**Date:** July 15, 2022  
**To:** Town of Readfield Board  
**From:** Eric Dyer, Town Manager  
**Subject:** Mooring and Harbor Regulation

### Background:

State law regulates moorings and other issues in fresh and salt water in the absence of local regulation. While harbor and mooring management are well tread in the marine environment most lake communities have not needed to consider local regulation. Issues of property rights, public use, and social and economic activity must be carefully considered. Residents and voters in Readfield have brought up the issue of mooring and harbor regulation at various times in the past but with State law already in place and no immediate need there was no urgency.

Several months ago the Town of Winthrop began work on harbor and mooring regulation and invited several local towns to participate in the discussion. The Town of Readfield did so, but pulled out of active engagement in the process when it became evident there were many challenging issues to be resolved (without apparent avenues for resolution) and a significant potential cost to taxpayers to implement a new regulatory system and added conservation / law enforcement burden.

Winthrop proceeded independently and implemented a mooring ordinance by council vote that went into effect after the 4<sup>th</sup> of July weekend. This has caused significant concern among affected boaters and waterfront property owners in Winthrop and will likely result in litigation. It has also spurred concern among some residents and voters in Readfield who worry the action in Winthrop will drive boat owners and their moorings up into our end of Maranacook Lake, particularly around the State Boat Launch on Rt. 41. I met with a group of 15 - 20 taxpayers from Touisset Point and the surrounding area on Friday, July 8<sup>th</sup> to listen to their concerns, discuss some of the town's work to date, express my thoughts and reservations about mooring and harbor regulation, and consider next steps. I agreed to bring the issue to the Select Board for discussion.

### Action Steps:

Given the uncertainty in Winthrop, newness and complexity of the issue for fresh-water communities, and existing State regulation I recommend that the Select Board proceed deliberately and cautiously with considering mooring and harbor regulation. The Select Board could lead a process that considers all positions and engages the public and key stakeholder groups by:

- Scheduling an open public hearing before the end of August
- Scheduling a stakeholder meeting with representatives of the various lake associations and watershed districts before the end of September
- Conducting a survey to gather public opinions on mooring and harbor regulation
- Allocating staff and legal resources to further investigate freshwater harbor and mooring regulation, identify potential costs and challenges, and consider potential solutions.

**Public Ways, Traffic, and Parking  
Ordinance  
Of the  
Town of Readfield, Maine**

ENACTED: ~~December 9, 2019~~ \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_

Signature

CERTIFIED BY: \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Title

**Public Ways, Traffic, and Parking Ordinance  
of the  
Town of Readfield, Maine**

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Parking on both sides of any public way is prohibited unless prior consent is granted by the Road Commissioner or their designee.

- a. It is the responsibility of the property owner, organizer, or sponsor of any event requiring on-street parking to ensure that this requirement is met.
  - b. Signage identifying which side of the street is restricted must be in place prior to the start of the event and must be removed within 24 hours of the end of the event.
  - c. Signage shall include clear language stating “NO PARKING THIS SIDE” or similar.
2. Except in compliance with a statute or with this Ordinance, a person shall not stop or park a vehicle on any public way in any of the following places:
- a. On a sidewalk.
  - b. In front of a public or private driveway.
  - c. Within an intersection.
  - d. In any location that obstructs access to, and in no case is ~~W~~within seven (7) feet of a fire hydrant, except as otherwise designated by the Road Commissioner.
  - e. On a crosswalk.
  - f. Alongside or opposite any excavation or obstruction when stopping or parking would obstruct traffic.
  - g. On the roadway side of any vehicle stopped or parked at the edge or curb of a public way.
  - h. On any bridge or other elevated structure.
  - i. At any place where official signs or yellow striped areas or yellow curbing indicates a restricted, no-stopping or no-parking area.
  - j. Within twenty-one hundred (20150) feet of a marked crosswalk unless otherwise designated.
  - k. Within twenty-one hundred (20150) feet of the near corner of the curbs at an intersection unless otherwise designated.-
3. A person shall not park any vehicle on a public way so as to leave available less than ten-twenty (1020) feet of the width of the traveled portion of the roadway for free

movement of vehicular traffic without prior approval of the Road Commissioner.

3.4. The Road Commissioner may designate areas of any Public Way as a parking place or as a place where parking is prohibited.

5. Where parking places are marked by painted lines, a person must park a vehicle within the lines.

4.6. The Road Commissioner may impose time limits on parking in any public way.

5.7. A person shall not park a vehicle in a parking stall specifically designated and clearly marked for persons with physical disabilities unless the vehicle is equipped with a special designating plate or displays placard issued by the secretary of state under the provisions of and in compliance with 29A M.R.S.A. § 521. A person shall not park in an access aisle adjacent to a disability parking space regardless of whether the person has been issued a disability registration plate or removable placard by the State of Maine. Disability access aisles shall be marked by painting on the pavement a rectangular box with white or yellow diagonal stripes.

6.8. Where traffic-control signals are not in place or in operation, the operator of a vehicle shall yield the right-of-way to a pedestrian crossing a public way within any marked crosswalk or at any intersection protected by a stop sign. When any vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

9. Every pedestrian crossing a public way at any point other than within a crosswalk or protected intersection shall yield the right-of-way to all vehicles on the way.

7.10. All crosswalks and pedestrian crossings shall be installed perpendicular to the public way, and shall adhere to MUTCD guidelines.

8.11. Pedestrians shall walk on a sidewalk when there is one, otherwise, they shall walk on the left side of a public way, and shall yield to oncoming traffic by stepping off the paved portion of the way when traffic approaches.

9.12. A person shall not drive a vehicle within any sidewalk area except at a driveway.

10.13. No person shall ride a bicycle or skateboard on a sidewalk except in a prudent and reasonable manner having proper regard for public safety. In all cases, bicyclists on a sidewalk shall yield the right-of-way to pedestrians.

11.14. Parking on municipally owned or maintained property not previously addressed (including parks, trailheads, parking lots, etc.) shall be in accordance with the following provisions:

- a. No parking from dusk to dawn outside of scheduled publicly municipally sponsored events unless permission is granted by the Road Commissioner.

5. TRAFFIC CONTROL DEVICES

- A. The Road Commissioner, with the aid of any necessary municipal staff or contractors, shall place and maintain all traffic signs and traffic control devices authorized by the Select Board and this Section.
- B. Any provision of this Ordinance for which signs are required may not be enforced if at the time and place of the alleged violation an official traffic sign is not properly positioned and sufficiently legible to be seen and read by an ordinarily observant person.
  1. All traffic signs shall, whenever possible, meet the guidelines established in the most current version of the Manual on Uniform Traffic Control Devices.
  2. Speed limit signs may be advisory or regulatory. Regulatory signs must reflect the speed limit for the roadway established by the Maine Department of Transportation.
  3. No-parking signs must be placed in no-parking areas in such a manner as to be seen and understood by an ordinarily observant person.
- C. Crosswalk signs and pavement marking shall be placed on all crosswalks situated on public ways.
- D. Physical traffic control devices including but not limited to center-line signage, posts, bollards, curbing, and speed bumps, speed humps, and speed tables may be installed on any public way.

6. SNOW REMOVAL & PLOWING

Maintaining safe and navigable roadways is of fundamental importance to the Town of Readfield. This is especially so in the winter months when snow removal requires municipal crews, private residents, and contractors to perform snow removal on, across, and adjacent to our public ways. Accordingly:

- A. No person shall plow, or transfer in any manner, snow or ice across any public way within the Town of Readfield, unless such plowing or transfer is done in such a manner as to:
  1. Leave no ridge, lump, or other trace of snow or ice within the traveled portion of such public way; and.
  2. Create no bulge or other protuberance in the banks along such public way.



- B. For the purpose of facilitating snow removal, the Road Commissioner may place temporary signs along any public way from which the snow is about to be removed, indicating that parking a vehicle is prohibited. A person shall not park a vehicle within the area indicated by the signs.
- C. Vehicles or other personal property interfering with winter maintenance of any public way may be removed at the owner's expense in accordance with the OBSTRUCTION OF A PUBLIC WAY section of this Ordinance.
- D. Any person who violates the above provisions of this section shall be subject to a penalty of \$100 for each violation.

7. OBSTRUCTION OF A PUBLIC WAY

- A. No person shall obstruct any public way. Any vehicle or other personal property parked, disabled, or abandoned on any public way that interferes with or hinders maintenance, snow removal, or the normal movement of pedestrians or traffic on any public way may be removed and stored, at the owner's expense, at the order of the Road Commissioner or designee without notice.
- B. Advance notice will be provided whenever possible, however, and reasonable efforts to contact the owner of the vehicle or property shall be made prior to removal. The Town and its agents will in no way be responsible for any damage or loss to a vehicle stored in compliance with this Section.
- C. When any vehicle is towed pursuant this Ordinance, the following procedure shall be followed:
  1. Notice shall be sent to the registered owner of the vehicle by regular mail 1st class mail within 24 hours following the tow, by the company that did the towing.
  2. The notice shall contain the registration number & brief description of the vehicle, location of where the vehicle is stored, the cost of the tow & the daily storage charge if the vehicle is left more than 48 hours in storage after the notice has been mailed.

8. TEMPORARY ROAD CLOSURE

- A. The Road Commissioner or their designee may establish one-way traffic or restrict through traffic on such streets and ways at such times of the year as may appear necessary, by appropriate signs or markings clearly indicating such restrictions. This action is not regarded as a Temporary Road Closure within this Ordinance.
- B. An 'on the spot' closure by the Police or Fire Department during emergencies or processions, or a closure by the Road Commissioner or their designee for road construction or maintenance are not regarded as Temporary Road Closures within this

Ordinance.

C. The Road Commissioner or their designee may close streets for the purposes of a Temporary Road Closure to allow for such activities as Block Parties, Fairs, Carnivals, Fun-Runs and Exhibitions when the Select Board determines a need exists.

D. Procedures for Processing Temporary Road Closure Applications

1. An application in writing must be received by the Select Board at least 6 weeks prior to the closure. Details should include:-
  - a. Applicant's name and address.
  - b. Street names to be closed.
  - c. Limits of the closure.
  - d. Date(s) and Time(s) of the closure.
  - e. Reasons for the closure.
2. A fee to cover costs may be required as a condition of approval, set and adjusted from time to time by the Select Board.
3. The applicant is to obtain consent in writing to the closure from the occupants of properties situated along the street(s) to be closed. This is to be included with the application.
  - a. If the proposed closure is to be short term (less than 24 hours) the matter does not require consideration by the Road Committee and Road Commissioner. However, concurrence must be obtained from the Police, Fire Department and Road Commissioner. If buses are to be effected, the RSU #38 should also be consulted.
  - b. If the proposed closure is to be longer term, the matter must be referred to the Road Committee and Road Commissioner for consideration.
4. In conjunction with the above, the Select Board will direct the Town Office to advertise the closure and seek comments from the public.
5. Following receipt of comments, the matter is referred to the Select Board for approval/rejection.
6. The applicant is notified of the Select Board's decision.

7. The Town Office is also to notify the Ambulance Service and Fire Department if the closure is approved.

E. Standard Conditions.

1. Below is a list of standard conditions to be applied for Temporary Road Closures. Additional conditions may be applied for specific cases:
  - a. The closure is to be indicated by suitable barriers and signs which are to be removed promptly at the conclusion of proceedings.
  - b. Notices to the public of the upcoming road closure are to be posted at the town office, post offices, other prominent locations, and also along all public entries of the road to be closed at least 7 days in advance.
  - c. Barriers are to be manned at all times by a competent person.
  - d. Traffic Hazard Warning Lamps are to be kept in operation at all times during the hours of darkness.
  - e. The local Police are to be notified and any Police directions are to be obeyed.
  - f. A clear access is to be maintained for emergency vehicles at all times.
  - g. Any person having a legitimate reason to gain access is to be permitted to do so without undue delay.
  - h. The area is to be left clear and tidy at the conclusion of proceedings.

9. ROAD OPENING

~~RESERVED~~

A. Purpose and Applicability.

1. The purpose of this section is to promote the safety and general welfare of the community, and to protect public infrastructure from undue adverse impacts by ensuring all work in Public Ways is properly constructed and to ensure that the appropriate public officials are notified in advance of such work.
2. This ordinance does not apply to work done on state highways (Route 17, Route 41, Route 135, and North Rd.) or on private roads within the Town of Readfield.

B. Application Requirements and Procedures.

1. Permit Required: Before any construction involving excavation in a Public Way may take place, the contractor shall prepare and submit a Road Opening Permit Application, and receive a Road Opening Permit from the Road Commissioner.
2. Application Form: Applications for Road Opening Permits shall be made on a form available at the Town Office.
3. Application Review: The Road Commissioner or designee shall review the application for compliance with this ordinance and shall issue a decision on the application within 72 hours of receipt of the application. The Road Commissioner or designee may attach special conditions to the permit, if deemed necessary to ensure compliance with this ordinance or to maintain public safety.
4. Timing: Outside of emergency repair work as determined by the Road Commissioner or their designee, Road Opening Permits shall not be issues for Public Ways paved within the past two years.
5. Inspections: The Road Commissioner or their designee may at any time inspect the work covered by the Road Opening Permit.
6. Application Fee: The fee for the Road Opening Permit shall be set by the Select Board.

#### C. Performance Standards.

1. During all times when the Contractor is working in a Public Way, proper traffic control must be maintained. The Manual on Uniform Traffic Control Devices (MUTCD) shall be the standard applied to traffic controls.
2. If applicable, proper trenching techniques shall be used during all excavations, in accordance with Occupational Safety and Health standards and guidelines.
3. All backfill material shall be thoroughly compacted. The top of the trench shall be of a clean gravel processed to a graduation of no larger than three inches and be of a thickness equal to the present base but under no circumstances be less than twelve inches after compaction.
4. All asphalt removed is to be removed from the work site and disposed of at an approved disposal facility. The opening shall be squared and repaved using two inches of binder with one inch of surface mix or greater, to match existing pavement depth. Mix design shall meet all Maine DOT specifications.
5. The permittee assumes responsibility for the site during construction and for a period of two years from the date of completion. Should a problem arise, it will be the sole responsibility of the permittee to take all corrective measures deemed necessary by the Road Commissioner. Street construction is to be completed as soon as practical in

order to prevent unnecessary hazards to the public.

6. All surplus material and construction debris must be removed from the work site before the contractor completes demobilization activities.

7. A minimum of one-half of the travel width shall be open to traffic at all times.

D. Enforcement.

1. At the request of the Road Commissioner, the Code Enforcement Officer shall issue a stop-work order if a contractor fails to adhere to the requirements of this ordinance.

10. WEIGHT RESTRICTIONS & ROAD POSTING

A. Restrictions and Notices.

1. The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the public ways to which the restrictions shall apply.
2. Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any public way so posted unless otherwise exempt as provided herein.
3. Pursuant to 29-A M.R.S. § 2395, the notice shall contain, at a minimum, the following information: the name of the public way, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the public way in a location clearly visible from the traveled way.
4. Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

B. Exemptions

1. The following vehicles are exempt under State law: Any vehicle delivering home heating fuel or organic animal bedding and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for

residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4-A).

2. Frozen road exemption: This ordinance shall not apply to any restricted road which is frozen. The highway is considered “frozen” only when the air temperature is 32° F or below and no water is showing in the cracks of the road. Both conditions must be met.
3. The following vehicles are also exempt under the specific provisions of this ordinance:
  - a. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
  - b. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
  - c. Authorized emergency vehicles as defined in 29-A M.R.S. § 2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
  - d. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities may operate without a permit. Special Commodities includes any of the following:
    - i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
    - ii. Petroleum products;
    - iii. Groceries;
    - iv. Bulk milk;
    - v. Bulk feed;
    - vi. Solid waste;
    - vii. Organic animal bedding; or
    - viii. Sewage from private septic tanks or ~~porta-potties~~portable toilets

### C. Permits

1. The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the Road Commissioner for a permit to operate on a posted public way notwithstanding the restriction. The Road Commissioner may issue a permit only upon all of the following findings:
  - a. no other route is reasonably available to the applicant;
  - b. it is a matter of economic necessity and not mere convenience that the applicant use the public way; and
  - c. the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the public way which may reasonably result from the applicant's use of same.
2. Even if the Road Commissioner makes the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the public ways.
3. In determining whether to issue a permit, the Road Commissioner shall consider the following factors:
  - a. the gross registered weight of the vehicle;
  - b. the current and anticipated condition of the public way;
  - c. the number and frequency of vehicle trips proposed;
  - d. the cost and availability of materials and equipment for repairs;
  - e. the extent of use by other exempt vehicles; and such other circumstances as may, in their judgment, be relevant.
4. The Road Commissioner may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

#### D. Penalties

Any violation of this Ordinance section shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1,000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

11. DRIVEWAY SITING & CULVERTS

A. Permit Required.

1. Any new driveway entrance onto a Town or privately-owned road requires an entrance permit to be applied for, approved and issued by the Road Commissioner or the Commissioner's designee following the payment of the applicable review fee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Road Commissioner or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Road Commissioner or designee may impose.

B. Siting Requirements

1. Driveway entrances to lots must be located to provide for the minimum Sight Distances for the speed limit posted on any public or private road and required as Basic Safety Standards in Chapter 299 of the Maine Department of Transportation "Highway Driveway and Entrance Rules": Part B, Section 2. These sight distances are as follows:

<b>Posted Speed (MPH) Sight Distance (feet)</b>	<b>Sight Distance (feet)</b>
Less than 20	None required
20	155
25	200
30	250
35	305
40	360
45	425

2. If the required sight distance cannot be achieved due to the topography, configuration or other unique circumstances of the property, and not for the convenience of or as the result of any action taken by the owner of the lot, this distance may be reduced to the extent necessary to provide the greatest sight distance as determined by the Road Commissioner.
3. The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.



### C. Culvert Installation Standards.

1. The minimum diameter of any culvert shall be ~~4~~512 inches, the minimum length shall be 20 feet and the maximum length shall not exceed 30 feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
7. The grade of the entrance shall slope away from the road surface at a rate of ½ inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.

10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Culvert Installation, Maintenance, and Replacement.

1. Following approval of the installation, the landowner/developer is responsible for the purchase, installation and proper backfilling of said culvert.
2. If the culvert is installed within the limits of a Town-owned road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

12. ENFORCEMENT & PENALTIES

- A. Enforcement of this Ordinance, including but not limited to the issuance of permits and notices of violation, shall be the responsibility of the Road Commissioner and Code Enforcement Officer or their designees, acting as duly authorized representatives of the Town of Readfield.
- B. Action to enforce this Ordinance may also be taken through the Land Use Ordinance of the Town of Readfield.
- C. When necessary to meet an emergency situation in the interest of the health, safety or general welfare of the residents of the town, the Fire Chief, or his designee, may temporarily suspend any provision of this Ordinance. They may restrict and divert vehicular and pedestrian traffic, and may restrict or regulate parking.
- D. Any violation of this ordinance is a civil violation.
- E. The Select Board may establish a method by which persons charged with the violation of ordinances governing pedestrian traffic on the public ways may waive all court action by payment of specified fees within stated periods of time. [1991, c. 549, §16 (AMD); 1991, c. 549, §17 (AFF).]
- F. Penalties under this ordinance may include the removal of personal property or vehicles from the public way at the owner's expense, as well as monetary penalties.
  1. Unless otherwise noted, monetary penalties for violation of this Ordinance shall be as follows:

1st offense - ~~\$25~~100  
2nd offense - ~~\$50~~200  
3rd offense - ~~\$100~~500  
4th or subsequent offense - up to ~~\$500~~1,000

2. In any instance where penalties in this section conflict with penalties identified elsewhere in this Ordinance, the more substantive penalty shall apply.
3. Penalties shall be payable to the Readfield Town Office within three business days of notice of violation.
- ~~4.~~ Unpaid penalties shall be collected using the most expedient means, including the use of third party collection agencies.

### 13. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

### 14. AMENDMENT

This Ordinance may be amended by the Select Board at any properly noticed meeting.

### 15. SEVERABILITY

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

### 16. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted relating to the management or operation of public ways, traffic, and parking in the Town of Readfield. Known ordinances and policies include:

- The Readfield Corner Parking Ordinance,
- The Readfield Select Board Traffic Ordinance - Temporary Road Closure Policy,
- The Snow Plowing Ordinance, and
- The Driveway Entrance Siting and Culvert Installation and Maintenance Policy

### ~~17.~~ APPENDICES

~~Appendix A — Driveway Application & Permit~~

~~Appendix B — Road Opening Application & Permit~~

Appendix C ——— Temporary Road Closing Application & Permit

Appendix D ——— Over Weight Application & Permit

Appendix E ——— Notice of Violation

Appendix F ——— Parking Maps

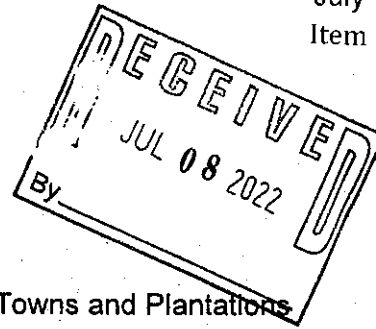
Appendix G ——— Listing of Town Roads and Public Ways



Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

Readfield Select Board  
July 18, 2022  
Item # 23-011



TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations  
FROM: Catherine Conlow, MMA Executive Director  
DATE: July 5, 2022  
SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 19, 2022, by 12:00 noon**

**Nomination Process** – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2023 Proposed Slate of Nominees to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 1, by 12:00 pm. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 19, 2022. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President James Bennett, City Manager, City of Biddeford.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 22. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 5, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Banquet as well as the MMA Annual Business Meeting and will officially take office on January 1, 2023.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of MMA Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 19, 2022*

**VICE-PRESIDENT - 1 YEAR TERM**

Vote for One

Proposed by MMA Nominating Committee:

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

**EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM**

Vote for Three

Proposed by MMA Nominating Committee:

Ivan McPike, Mayor, Town of Hampden

'Phillip Crowell, City Manager, City of Auburn

Anthony Ward, Town Manager, Town of Casco

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

**Date:** \_\_\_\_\_ **Municipality:** \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position: \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers** **Current # of Municipal Officers:** \_\_\_\_\_

Print Names: \_\_\_\_\_ Signatures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Return To:**  
MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)

## **2022/2023 Select Board Retreat Workshop Agenda**

Readfield Town Hall

August 22, 2022- 5:30 PM to 9:00 PM

*The Board may elect to adjourn early*

Please Note: *Pizza, drinks, and chips will be provided and we ask that participants and attendees bring a desert to share.*

5:30 **Opening thoughts on outcomes, agenda adjustments and ground rules**

5:40 **Opportunity for attending public input**

5:50 **Town Manager's thoughts**

6:00 **Dinner Break**

6:30 **Reflections**

- A look back on 2021/2022 goals (See appendix A)
- Thoughts on what we could have done better
- Selecting goals to be continued
- Major events that may affect goal considerations including coronavirus

7:15 **Considerations**

- Carryover goals
  - Those not completed, evaluate and justify continuance
  - Multi-year in progress, reassess resources
- New and revised goals (See appendix B)
- Ordinance priorities (See Appendix C)
- Policy priorities
- Other initiatives

7:45 **Aspirations**

- Where do we want to end up? 2022/2023? 2024? 2025 and beyond?
- How do we get there?
- New goallist
- Expectations of each other

8:15 **Opportunity for attending public observations (up to 15 minutes total)**

8:30 **Commitments**

- Goal refinement
- Goal detailing

9:00 ***Thank you, the work now begins!***

## Appendix A Readfield, Maine Select Board Goals 2021/2022 Report

### Summary Overview

8/2/2021

The Readfield Select Board convened with all members present in open workshop session at its annual retreat on August 2nd, 2021 to collaboratively develop goals to focus on during the 2021/2022 fiscal year. Some goals are a continuation of prior year work with additional focus and some objectives are of a multi-year nature. Below is the goal status/outcome for 2020/2021

- Finalize solar energy plan for town facilities - **Amended to include finding overall efficiencies in town operations**
  - Further investigate Church Rd. sidewalk - **Done**
  - Determine salt and sand shed repair/replacement plan - **Done**
  - Review Pension Plan to improve plan for employee participation/retention - **Done**
- 

Here are the current goals for 2021/2022

- Review, revise, and draft governance documents as needed.
    - Cannabis Policy/Application
    - Minutes Policy
    - Remote Meeting Policy
  - Continue commitment to Energy Efficiency
  - Continue a multi-year effort to bring high quality broadband service to town.
  - Improve Downtown Traffic Safety
    - Church Road sidewalk
    - Corner Parking/Post Office
    - Beach Crosswalk
  - Support a Comprehensive Plan update
  - Create and fund a Parks and Recreation position to develop and support programs and events at the beach/fairgrounds using ARP money.
- 

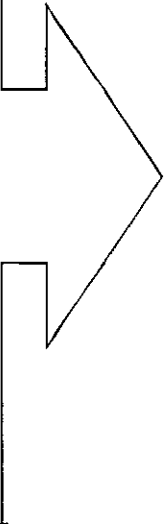
The following items were delegated to the Town Manager for further investigation/analysis:

- Heat Pumps/New Windows at Town Office
- Tree Cutting/Ditching/Paving a part of CIP/Efficiency Plan
- Business Focus - Messenger, Trade Groups, Union Meeting House
- CEO/Planning Board - more details on applications, more approachable
- Civil Discourse - beginning statement/how to call a meeting.
- Special Town Meeting - Split article 38 (from June), Broadband articles

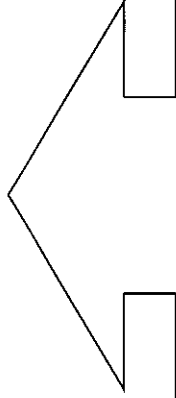


**Appendix B: Goal Setting Notes, A Personal Perspective**  
*This is intended to be a possible tool for self-advance consideration of refining goals and is not necessary to share.*

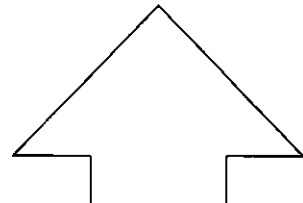
What do I want (us) to accomplish?



**Common Goals To Propose**  
Consider:  
Benefits?  
Barriers?  
Resources?  
**Smart Goals?**  
Specific  
Measurable  
Achievable  
Relevant  
Time-bound

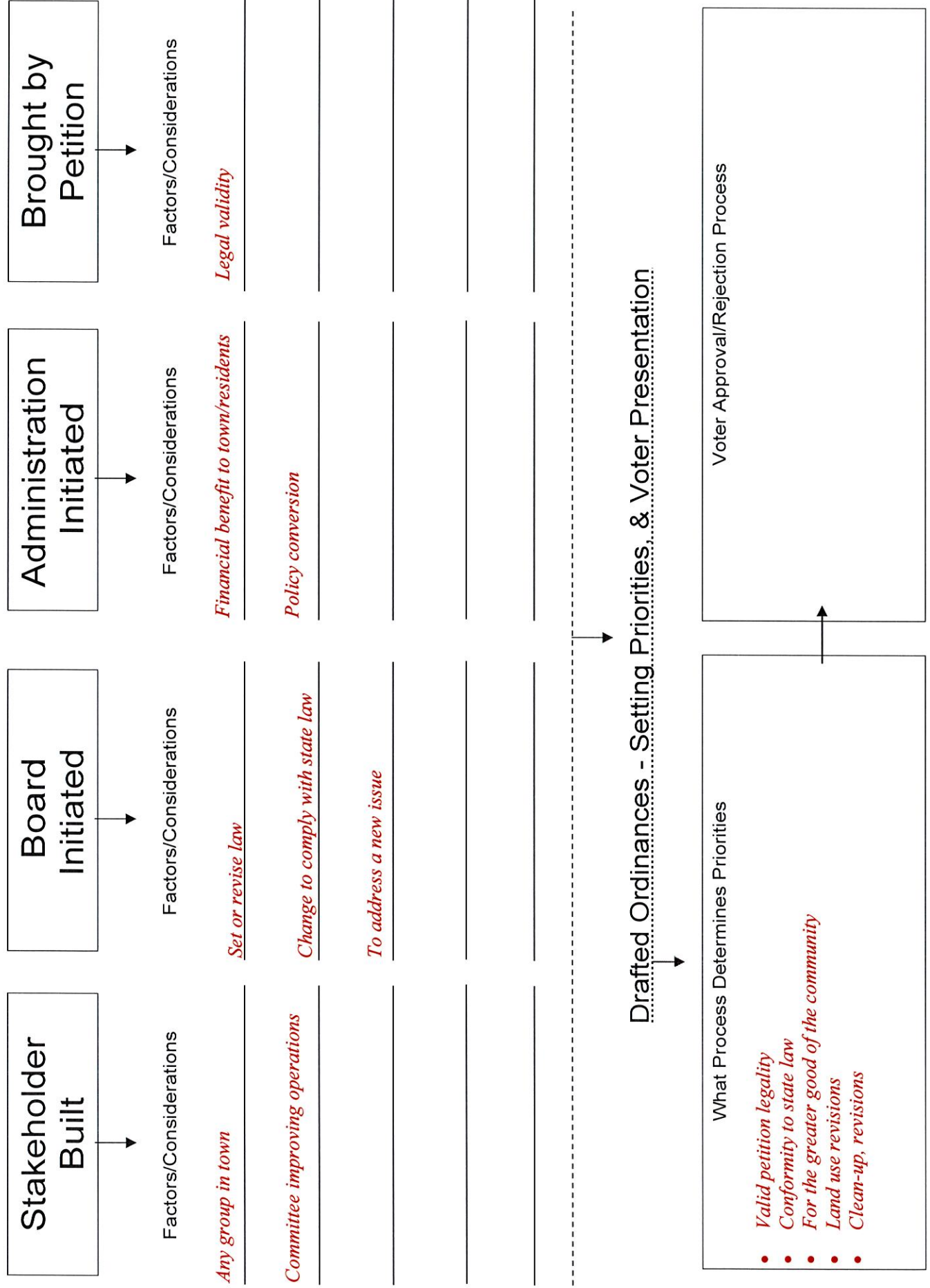


What do I think (we) need to accomplish?



What do I think is realistic for (us) to accomplish?

## Appendix C - Ordinance Pathways



Appendix C—Ordinance Pathways

Stakeholder  
Built



Factors/Considerations

Board  
Initiated



Factors/Considerations

Administration  
Initiated



Factors/Considerations

Brought by  
Petition



Factors/Considerations

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Drafted Ordinances - Setting Priorities & Voter Presentation



What Process Determines Priorities



Voter Approval/Rejection Process