

**Readfield Board of Assessors
August 13, 2018, Readfield Town Office**

Meeting starts: 5:30 PM
Meeting ends (unless extended) at 6:30 PM

Pledge of Allegiance

Approval of prior meeting minutes

Consider abatement requests for the following properties:

- A
- B

Discussion of Personal property Taxes

Adjournment

**Readfield Select Board
Meeting Agenda
August 13, 2018, Readfield Town Office**

Meeting starts: 6:30 PM
Meeting ends (unless extended) at 7:50 PM

Pledge of Allegiance

Regular Meeting- 10 minutes

19-010 - Minutes: Select Board meeting minutes of July 9, 2018.

19-011 - Warrants: #54 & #3-9.

Communications - 25 minutes

Select Board communications. - 5 minutes

Town Staff reports - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Trails Committee Report on:
- Library Meeting Minutes for 6/6/18
- Conservation Commission Meeting Minutes for 2-13-18, 05-08-18, 01-9-18, 06-12-18
- Trails Committee Meeting Minutes for 6-26-18

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

Appointments, Reappointments, and Resignations - 5 minutes

19-012- Consider the appointment of David Trunnell to the Readfield Enterprise Committee

19-013- Consider the appointment of Donna McGibney to the Age-Friendly Committee

19-014- Consider the appointment of Lindsey Morin to the Recreation Committee

19-015- Consider the re-appointment of Brian Tarbuck to the Road Committee

19-016- Consider the resignation of Jeremy Greenman from the Recreation Committee

New Business - 30 minutes

19-017 - Hear a report on the Select Board Retreat and consider the adoption of goals - 10 minutes

19-018 - Consider the award of a road striping contract - 5 minutes

19-019 - Consider the award of a crack sealing contract - 5 minutes

19-020 - Consider the possibility of a Special Town Meeting in November - 10 minutes

19-021 - Complete a Voting Ballot for MMA Elections - 5 minutes

Future Agenda Items - 5 minutes

Adjournment

August 13, 2018 Select Board Meeting

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

- Update of fees and fee schedule - mid-term
- County Officials and State Delegation Meetings - long-term
- Appeals process and appeals matrix review - long-term
- Contingency Policy discussion - long-term
- Personal Property Taxes - long-term
- Student engineering work at the Giles Rd. Bridge - long-term

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Business support and welcoming
- Renewable energy and energy conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk
- Targeted property tax assistance
- Cannabis considerations
- Transfer Station operational refinement

REGULAR MEETING

- **MINUTES-7/9/18**
- **WARRANTS-54 & 3-9**

Readfield Select Board
Regular Meeting Minutes – July 9, 2018 – U1

Readfield Select Board
August 13, 2018
Item # 19-010

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Patricia Clark, William Buck, Larry Perkins

Regular Meeting

Mr. Bourgoine called the Select Board meeting to order at 7:30 pm.

- **19-001 – Minutes: Select Board meeting minutes of June 11 & 18, 2018**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of June 11, 2018 as presented, **second** by Mrs. Sammons. **Vote 5-0** in favor.
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of June 18, 2018 as presented, **second** by Mrs. Sammons. **Vote 5-0** in favor.

- **19-002 – Warrants # 51, 52 & 53 (FY18) and # 1 & 2 (FY19)**
 - Mrs. Woodsum reviewed Warrants #53 (FY18) and Warrants #1, 2, 2A and 2B (FY19)
 - **Motion** made by Mrs. Woodsum to approve Warrants # 1 & 2 (FY19) in the amount of \$345,928.02, **second** by Mr. Parent. **Vote 5-0** in favor.
 - **Motion** made by Mrs. Woodsum to approve Warrants # 53 (FY18) in the amount of \$16,699.85.00, **second** by Mr. Price. **Vote 5-0** in favor.
 - Mr. Price reviewed Warrants # 51 & 52 (FY18)
 - **Motion** made by Mr. Price to approve Warrants # 51, 51A, 52B & 52 (FY18) in the amount of \$47,830.00, **second** by Mr. Parent. **Vote 5-0** in favor.

Communications

- **Select Board Communications**
 - Mrs. Woodsum gave an update on the Solid Waste & Recycling Committee. Mr. Dyer has been spending more time at the Transfer Station and has hired a Recycling Educator, Rebecca Rodriguez, as approved.
 - Mrs. Sammons and Mr. Price gave a reminder about the Readfield Festival on Friday, August 10 and Saturday, August 11. Readfield Festival has its own Facebook Page and Event Page.

- **Town Staff Reports**
 - Mr. Dyer gave a brief update verbally. He will be submitting written reports for Finance and Town Manager next week. The new auditors, Berry-Talbot-Royer, will be starting the audit process this Wednesday. Readfield now has a Town of Readfield Facebook page. Looking for a Full-Time Maintenance person (all are encouraged to apply), meanwhile the maintenance department has been working hard to stay on top of things and keep everything going smoothly.

- **Boards, Committees, Commissions & Departments**
 - Cemetery Committee minutes of May 16, 2018
 - Trails Committee minutes of May 22, 2018

Thank you for submitting your minutes

Readfield Select Board
Regular Meeting Minutes – July 9, 2018 – *Unapproved*

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

Appointments, Reappointments and Resignations:

- **19-003 – Consider the reappointment of Jerry Bley to the Conservation Commission**
 - **Motion** made by Mrs. Woodsum to reappoint Jerry Bley to the Conservation Commission for a 3 year term, reappoint Sean Keegan to the Recreation Association for a 3 year term and reappoint Robert Peale to the Trails Committee for a 3 year term, **second** by Mrs. Woodsum. **Vote 5-0 in favor.**
- **19-004 – Consider the reappointment of Sean Keegan to the Recreation Association**
 - See motion in item 19-003
- **19-005 – Consider the reappointment of Robert Peale to the Trails Committee**
 - See motion in item 19-003
- **19-006 – Consider the first time appointment of Patricia Clark to the Library Board of Trustees**
 - Patricia Clark was present for her appointment and gave a brief introduction.
 - **Motion** made by Mrs. Woodsum to appoint Patricia Clark to the Library Board of Trustees for a term beginning tonight and ending 6-30-2021, **second** by Mrs. Sammons. **Vote 5-0 in favor.**

New Business:

- **19-007 – Consider a contract award for the repair of the Maranacook Lake Outlet Dam**
 - Mr. Dyer gave a brief update on the Maranacook Lake Outlet Dam project and financial aspects of the project on Readfield's behalf and does agree with the recommendation from the Maranacook Lake Outlet Dam Committee to go with H.E. Callahan Construction Co. in the amount of \$476,500.
 - Larry Perkins and William Buck, members of MLODC Readfield, gave a brief intro/update about the project.
 - **Motion** made by Mrs. Woodsum for Readfield to go with the part of 53.3% and award the contract to H.E. Callahan Construction Co. for a total bid amount of \$476,500 as was proposed by the Maranacook Lake Dam Outlet Committee, **second** by Mr. Price. **Discussion:** Mr. Dyer spoke that there are some ways to bring down the prices with the preferred contract and save money by keeping open communication. **Motion withdrawn** by Mrs. Woodsum, **second** by Mr. Price. **No action taken on this motion.**
 - **Motion** made by Mrs. Woodsum to authorize the Town Manager to accept the bid from H. E. Callahan Construction Company for the Maranacook Lake Dam Outlet project as specified in the bid for a total amount of \$476,500. **Seconded** by Mr. Price. **Vote 5 – 0 in favor.**
 - **Motion** made Mrs. Woodsum to borrow up to the full amount of \$177,000 stated in the Town Meeting warrant from the Maine Municipal Bond Bank to finance a portion of the project. **Seconded** by Mr. Parent. **Discussion:** The board discussed different possible amounts to borrow, the use of funds already set aside, and contingencies to act as guidance in determining the final amount to borrow. **Vote 5 – 0 in favor.**

Readfield Select Board
Regular Meeting Minutes – July 9, 2018 – Unapproved

- Mrs. Woodsum spoke regarding the erosion on the one property that abuts the Maranacook Dam that has caused significant damage and the concerns of the property owner. Mr. Dyer spoke that it is addressed in the contract/bid documents and if any damage is done to property owners during the project than it will be part of the companies insurance and be addressed.

Motion made by Mr. Price to extend the meeting for 15 minutes, **second** by Mrs. Woodsum. **Vote 5-0** in favor.

- **19-008 – Elect two representatives to the MMA Legislative Policy Committee**

- **Motion** made by Mr. Bourgoine that the Town of Readfield cast their official ballot for Nate Rudy and Rita Moran to the Maine Municipal Associations Legislative Policy Committee, **Second** by Mrs. Woodsum. **Vote 5-0** in favor.

- **19-009 – Consider the award of a contract for the replacement of winter maintenance equipment**

- Mr. Dyer gave a brief intro on the 4 bids that were received for the replacement of winter maintenance equipment that also contributes to other jobs throughout the year.
- Recommendation from the Town Manger to go with Jordan Equipment for a Bobcat S595 for a total price, including attachments as specified, in the amount of \$46,676.89. Mr Dyer also presented a Lease Schedule from Androscoggin Bank for the Town of Readfield, for 3 years at a rate of 3.59%. Suggested to put the old holder machine out to bid with a reserve on it.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager to purchase from Jordan Equipment a Bobcat S595 loader per the quote received and to authorize the proposal from Androscoggin Bank for a 3 year lease, **second** by Mrs. Sammons. **Vote 5-0** in favor.
- Mr. Dyer would like to request a motion on the purchase of a mower bar with the information included in the supplement packet that was handed out this meeting.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager to spend up to \$10,000 for a new Cut Disc Mower that is based on the quote from Hammond Tractor Company that is 10 months old. **second** by Mr. Price. **Vote 5-0** in favor.

Motion made by Mr. Price to extend the meeting for 10 minutes, **second** by Mrs. Woodsum. **Vote 5-0** in favor.

Reminders:

- Next meeting is Monday, July 23 and is the Select Board Retreat.
- Summer residents meeting is Friday, August 3, 5:00 pm at Giles Hall.

Motion made by Mr. Price to adjourn the meeting at 8:55 pm, **second** by Mrs. Sammons. **Vote 5-0** in favor.

Minutes submitted by Kristin Parks, Board Secretary

July 23, 2018 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
59	533	\$ 14,793.72	Regular Warrant	K Woodsum	Three	7/23/2018
			State Fees		One	
			State Fees		One	
			Payroll		One	

SUM \$ 14,793.72



Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant #54 \$14,793.72 Date: 07/26/2018

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
VARIOUS VENDORS	Accounts Payable	\$14,793.72	66196-66204
	Total	\$14,793.72	

Date Signed: 07/23/2018

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum

Warrant 54

Vendor	Amount	Account
00599 Archie's Inc.	506.90	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING
00860 DR Designs	188.50	REC,PARKS/AT / REC BOARD - RECREATION / SOFTBALL
00860 DR Designs	684.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	760.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	1,103.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	161.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	19.50	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	78.50	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00054 ecomaine	1,850.40	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00819 eWaste Recycling Solutions, LLC	1.54	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00802 GEI Consultants, Inc	2,906.98	CAPITAL IMPR / Maran Dam - PUBLIC WAYS / CONTRACT SVC
00218 MAINE RESOURCE RECOVERY ASSOC	68.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00841 PretiFlaherty	1,300.00	GENERAL GOVT / Admin - ADMIN / ATTORNEY FEE
00472 Rebecca Rodriguez	65.40	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00689 Taylor Stevenson	5,100.00	CEMETERIES / CEMETERIES - CONTRACT SVC / WOOD/BRUSH

Prepaid Total-- 0.00

Current Total-- 14,793.72

Warrant Total-- 14,793.72

July 23, 2018 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signature s Required	Approval Date:
4	18	\$ 146,767.98	Regular Warrant	K Woodsum	Three	7/23/2018
A	18	\$ 3,385.75	State Fees	K Woodsum	One	7/13/2018
B	18	\$ 2,607.75	State Fees	K Woodsum	One	7/23/2018
3	24	\$ 16,799.21	Payroll	K Woodsum	One	7/23/2018

SUM \$ 163,567.19



Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant #4, 4A, 4B & 3 \$163,567.17

Date: 07/26/2018

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	\$16,799.21	66153-66169 166153-166163
VARIOUS VENDORS	Accounts Payable	\$146,767.98	66151-52 66170-66195
	Total	\$163,567.19	

Date Signed: 07/23/2018

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum

Warrant 4

Vendor	Amount	Account
00031 Central Maine Power Co	25.71	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00569 CH Stevenson Inc	504.00	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00059 Clark Marine	39.95	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00034 Cobbossee Watershed District	7,359.67	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00072 Consolidated Communications	42.21	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	43.95	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	153.12	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00704 Fabian Oil	80.33	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	750.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00043 Fire Tech and Safety	1,750.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00043 Fire Tech and Safety	340.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00043 Fire Tech and Safety	179.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00936 Gary Quintal	72.76	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00489 Glen Hawes	21.80	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00083 Kennebec Cnty Registry Of Deeds	38.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00915 Key Bank	102,204.50	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND PRIN
00915 Key Bank	6,912.15	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND INT
00553 Lakes Region Mutual Aid	175.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00553 Lakes Region Mutual Aid	300.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00619 Lamey-Wallehan Shoes	108.00	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00630 Lee Mank	300.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00065 MAINE MUNICIPAL EMP. HEALTH	2,231.35	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,999.57	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	162.48	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	159.85	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	24.65	GENERAL FUND / VSP Vision
00281 MAINE WELFARE DIRECTORS ASSN	60.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00670 NORTHERN SAFETY CO., INC.	291.82	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00823 OTT Communications	19.80	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTT Communications	318.37	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00122 Rodney H Cumber	260.00	CEMETERIES / CEMETERIES - CONTRACT SVC / WOOD/BRUSH
00086 SECRETARY OF STATE (MOTOR VEH)	3,385.75	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,607.75	GENERAL FUND / Motor Veh Fe
00104 Somerset County Treasurer	5,383.40	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00696 Spectrum	25.86	COMM SERVICE / Readfield TV - ADMIN / OFFICE SUP
00509 TREAS., STATE OF MAINE (DEP)	90.00	GENERAL FUND / Plmg-DEP SUR
00103 TREAS.,STATE OF MAINE (PLUMB)	435.00	GENERAL FUND / PLUMB-STATE
00765 W.B. Mason Co., Inc	134.76	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	67.97	REC,PARKS/AT / Trails - ADMIN / Publications
00765 W.B. Mason Co., Inc	39.92	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00765 W.B. Mason Co., Inc	39.92	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00471 WASTE MANAGEMENT OF ME-PORTLND	1,937.42	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING

Warrant 4

Vendor-----	Amount	Account-----
00471 WASTE MANAGEMENT OF ME-PORTLND	360.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	453.15	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	365.40	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	489.64	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
Prepaid Total--	6,019.21	
Current Total--	140,748.77	
Warrant Total--	146,767.98	

Treasurer's Warrant

COPY

Warrant # ^H 3A

\$3,385.75

Date: 7/13/18

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 numbers
Treas., State of Maine	Accounts Payable	\$3,385.75	66087-66091 66151
	Total	\$3,385.75	

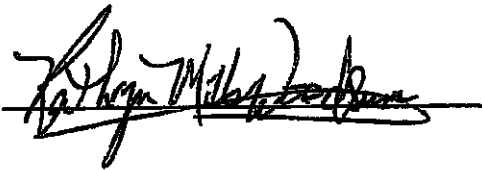
DATE SIGNED: 7/13/18

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price



Kathryn Woodsum

Treasurer's Warrant

COPY

Warrant # 3#

\$2,607.75

Date: 7/23/18

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 numbers
Treas., State of Maine	Accounts Payable	\$2,607.75	66152
	Total	\$2,607.75	

DATE SIGNED: _____

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum

August 6, 2018 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signature s Required :	Approval Date:
	37	\$ 513,967.00	Recall Warrant	B Bourgoine	Three	8/6/2018
A	37	\$ 2,387.00	State Fees	K Woodsum	One	7/30/2018
B	37	\$ 4,282.00	State Fees	B, Bourgoine	One	8/3/2018
	51	\$ 2,000.00	Payroll	J. Parnell	One	8/6/2018

SUM \$ 529,786.96

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

Treasurer's Warrant

Warrant #7

\$309,516.37

Date: 08/09/2018

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	\$309,516.37	66255,56
	Total	\$309,516.37	

Date Signed: 08/07/18

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum

Warrant Recap

Warrant 7

Vendor-----	Amount	Account-----
00453 Cushing Construction, LLC	13,756.28	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00069 Regional School Unit#38	295,760.09	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT

Prepaid Total-- 0.00
Current Total-- 309,516.37
Warrant Total-- 309,516.37

Treasurer's Warrant

Warrant #5, 5A, 5B & 6

\$220,270.59

Date: 08/09/2018

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	\$15,824.69	66239-66254 166239-166249
VARIOUS VENDORS	Accounts Payable	\$204,445.90	66205-66238
	Total	\$220,270.59	

Date Signed: 08/06/18

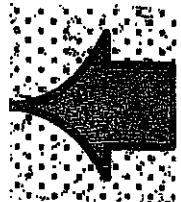
Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum



Warrant Recap

Readfield
1:38 PM

Warrant 5

Vendor	Amount	Account
00643 A.A.A. PORTABLE TOILETS	95.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00643 A.A.A. PORTABLE TOILETS	95.00	REC,PARKS/AT / REC BOARD - RECREATION / SOFTBALL
00643 A.A.A. PORTABLE TOILETS	135.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00045 Androscoggin Bank	150,000.00	DEBT SERVICE / '08 Road Bnd - FINANCIAL / BOND PRIN
00045 Androscoggin Bank	6,832.87	DEBT SERVICE / '08 Road Bnd - FINANCIAL / BOND INT
00599 Archie's Inc.	671.72	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00022 Audette's Hardware	103.42	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00022 Audette's Hardware	153.45	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00022 Audette's Hardware	48.98	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00022 Audette's Hardware	6.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	32.70	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	12.63	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	46.14	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	34.10	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	275.82	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	52.77	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	16.32	COMM SERVICE / Library - ADMIN / MISC.
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	15.26	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	102.25	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.40	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	468.83	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	33.75	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	75.00	COMM SERVICE / Age Friendly - ADMIN / ADVERTISING
00334 David E Buker	76.33	REC,PARKS/AT / Trails - PUBLIC WAYS / MATERIALS
00860 DR Designs	114.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00771 Family Violence Project	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00135 Hammond Lumber Company	139.87	BOARDS & COM / Conserv Comm - PUBLIC WAYS / SIGNS/SUPPLY
00495 Hammond Tractor Company	8,525.00	CAPITAL IMPR / Equipment - EQUIP REPLAC / CAPITAL EQP
00629 Irving Oil Marketing, Inc	99.11	Maintenance / Gen Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	92.04	Maintenance / Gen Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	15.00	REC,PARKS/AT / BEACH - EQUIP O,R &M / FUEL/OIL
00083 Kennebec Crty Registry Of Deeds	1,653.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00458 Lucas Striping, LLC	693.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00555 MAINE TOWN&CITY MNGMNT ASSN	212.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00775 Maranacook Lake Association	1,500.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00469 Nerissa Brayley	25.00	GENERAL FUND / Gile Hall
00858 PETTY CASH	45.37	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00858 PETTY CASH	19.15	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	2.52	COMM SERVICE / Library - ADMIN / MISC.
00673 PIKE INDUSTRIES, INC.	382.13	REC,PARKS/AT / Millstream - RECREATION / Millstream
00429 Pottle's Construction & Logging	3,200.00	REC,PARKS/AT / Millstream - PUBLIC WAYS / CONTRACT SVC
00069 Regional School Unit#38	275.97	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00069 Regional School Unit#38	533.68	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL

Warrant Recap

Warrant 5

Vendor	Amount	Account
00468 Sean Keegan	356.47	REC,PARKS/AT / REC BOARD - ADMIN / MISC.
00086 SECRETARY OF STATE (MOTOR VEH)	2,387.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,282.00	GENERAL FUND / Motor Veh Fe
00647 Soule's Auto Supply	299.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00647 Soule's Auto Supply	84.98	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00647 Soule's Auto Supply	574.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00462 STAPLES CREDIT PLAN	16.08	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00681 Treas,State Maine (Pub Safety)	3,892.00	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00100 TREAS., STATE OF MAINE (DOGS)	66.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	4,760.50	GENERAL FUND / Rec Veh Fees
00600 Treas., State of Maine (Lib)	20.00	COMM SERVICE / Library - ADMIN / MISC.
00102 TREAS.,STATE OF MAINE (SURPLU)	30.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00078 US Postal Service	1,000.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00471 WASTE MANAGEMENT OF ME-PORTLND	4,918.70	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING
00471 WASTE MANAGEMENT OF ME-PORTLND	1,112.40	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00471 WASTE MANAGEMENT OF ME-PORTLND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	1,959.66	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	720.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING

Prepaid Total	7,304.49
Current Total	197,141.41
Warrant Total	204,445.90

Treasurer's Warrant

Warrant # 5A

\$2,387

Date: 7/30/18

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 numbers
Treas., State of Maine	Accounts Payable	\$2,387	66205
	Total	\$2,387	

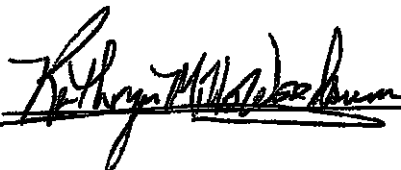
DATE SIGNED: _____

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price



Kathryn Woodsum

Treasurer's Warrant

Warrant # 5B

\$4,282.00

Date: 8/3/18

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 numbers
Treas., State of Maine	Accounts Payable	\$4,282.00	66206
	Total	\$4,282.00	

DATE SIGNED:

Aug 3/2018


Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Woodsum

COMMUNICATIONS

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

OVERVIEW OF TRAILS ACCOMPLISHMENTS JULY 2017-JULY 2018

Three new members added: Greg Leimbach, Ben Macintosh, Henry Whittemore

Esker Trail built

Fairgrounds Trails Maintenance September MCS Students/Volunteers

Fairgrounds & Fogg Farm Trails Clean up after October storm

Fairgrounds Maintenance May KHS Students and Volunteers

Mill Stream Dam Project (MSDP) Continues (October-present day)

Fairgrounds Puling Stone Trail laid out / removal of broken bleachers

Fairgrounds Poker Bike Ride

Mapping Initiative

Budget Approval for Trails

Annual review of Strategic Plan

3 New Trail signs constructed /placed

Maintenance of Community Pathway

Approximately 300 hours of in kind work on projects / maintenance equaling approximately \$3,100

Fund raising Donation boxes started / attached

Recruiting 9 Non- Trails members doing volunteer work

Trails Easter in August event (planned in July)

Opening of Esker Trail August (planned in July)

Trails Committee Cohesiveness

Other: Established Guidelines for New Trail Development; Awarded \$3,500 grant for MSDP

READFIELD COMMUNITY LIBRARY BOARD MEETING
June 6, 2018

The meeting was called to order at 6:30 by Chair, Deb Peale.

Present were: Deb Peale, Brenda Lake, Beverly Monsulick, Jan Tarbuck, Sonya Clark, Jen Henderson, Betty Peterson and Maureen Kinder, Librarian.

Excused were: Pam Mitchell, Donna Witherill

Secretary's Report: Accepted as read

Treasurer's Report: After Beverly explained a few items on the report, it was approved.

Librarian's Report:

- MSBA books are in, processed and shelved. KVBA books have been ordered.
- MSL Orientation: Maureen will be attending this event on June 8. This is a free event.
- Cribbage Club: We will continue to host these on the 1st and 3rd Wednesdays.
- Completed Event – Author Talk – Sandra Neily: This was a very successful event with 11 attendees.
- Completed Event – Book Club, “Killers of the Flower Moon”: Good participation for this month’s book club with 8 people. Jan did an excellent job leading and encouraging discussion. We will continue the book club through the summer months. Next selection is “The Poacher’s Son” by Paul Doiron.
- June Events:
 - June 11th – Summer Reading Presentation at Readfield Elementary School
 - June 16th – Wedding Reception for the Post Office mice at 12:00.
 - June 25th – Summer Reading Program Kickoff – Children’s program
 - June 27 – Book Club
 - June 30 – Joint activity with the Readfield Union Meeting House: Gnome huts and Fairy houses made from natural, found materials. Children’s program
- Summer Reading – Update:
 - We are going to track time spent reading rather than the number of books read.
 - Prizes have been acquired through Amazon.
 - We will be holding Children’s Hour on Thursday mornings in July: 5th, 12th, 19th and 26th.
 - We have confirmed Chewonki program for August 20th at the Library with the Elementary School as rain backup. The program is “Fur, Feet & Feathers.”
 - Maureen is looking for a no-cost mid-summer program. It can either be music related or geology related.
 - As mentioned above, Maureen will visit Readfield Elementary School on Monday, June 11 to present the Summer Reading Program, and June 25 at 6:30 will be the Summer Reading Kickoff Party.

Librarian’s Report was approved.

Old Business:

- Summer Reading Program: Discussed in Librarian's report. Assignments for Kickoff party were given. Brenda is going to call Drew Albert to see if there is a musician to play at the Kickoff party since the theme is Library's Rock.
- Continue book club through summer and beyond: Yes, it was decided to continue it.

New Business:

- August 11th book sale: Coming together. Assignments and who will be helping with what was discussed. Will be finalized at July meeting.
- Update from the Friends of the Readfield Library: Deb informed us that the Friends will again hold the splash booth and sell food on the Library lawn the day of the book sale. Also, they will sponsor a program at the Town Office at 6:30 on August 11, with Dennis Price, Selectman, doing an improv program.
- July election of officers:
- Pot luck supper: The Library Trustees usually have a pot luck supper in June. This year we have a lot going on in June so have decided to do this in September.

Next meeting will be held on Wednesday, July 11 at 6:30 pm at the Library.
The meeting was adjourned at 8:10.

Respectfully submitted,

Betty Peterson

Readfield Conservation Commission Meeting Minutes

February 13, 2018, 6:30 p.m., Town Office

Present: Bruce Hunter (chair), Greg Durgin, Jerry Bley, Tim Sniffen, Martin Hanish, Greg Leimbach, Brent West, Robert Mohlar, Andy Walsh

Absent:

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the January 9, 2017 RCC meeting minutes as amended.

Discussion of Revision Energy Solar Power Agreement Proposal – Select Board member John Parent discussed the status of the Revision Energy (RE) solar panel project with RCC members, providing a history of the initiative and an overview of RE's proposal. He mentioned RE's presentation to the Select Board and field trips to look at different locations where solar panels could be placed, including town-owned buildings, transfer station, fairgrounds property, old landfill site, etc. RE and Select Board members discussed the pros and cons of each potential site. The Fairgrounds site was identified as the most feasible location. John P. also discussed the proposed agreement between the Town of Readfield and RE should the Town go forward with the project.

RCC member comments on the proposal focused on the compatibility of solar panels and current uses of the Fairgrounds property, which is managed for conservation and recreation. Tim S. indicated that the Fairgrounds Property management plan does not identify light industrial uses, such as solar panels, as an authorized use of the property. Brent W. mentioned that installation of solar panels on the property would set a new precedent for land use of the town's conservation properties. There was also discussion about whether school property could be used to site the solar project. Current use levels, presence of the ballfield, etc., were identified by RCC members as other reasons why the solar project is not compatible with the intended management and use of the Fairgrounds property. Marty H. suggested that the town use the services of the Kennebec Valley Council of Governments to help review the proposal. RCC also wants to ensure that all town parties to the solar initiative maintain open communication throughout the vetting process.

John P. hoped the proposal could be put on the Town Meeting warrant in June 2018 but thought it may be delayed until the spring 2019 town meeting. Jerry B. asked whether an article that is non-site specific could be placed on the warrant.

Old Business

Trail Infrastructure Replacement Project Status – Jerry B. indicated that an RFP should be issued by the end of March and that Eric D. (Town Administrator) will work with RCC to put it together. RCC members discussed the merits of using either local general contractors or contractors that specialize in trail building. The

RFP can be structured to allow bidding on the whole project or specific components that require specialized skills (e.g., stonework). Jerry B. will have a draft RFP for the next RCC meeting.

Vernal Pool Project – Jerry B. will update Bruce H. regarding what's needed to complete the vernal pool project.

Winter Projects – Jerry B., Howard Lake, and Jean-Luc Theriault (KLT) discussed the materials needed to replace the footbridge on a section of the Outer Loop Trail at Readfield Town Forest (i.e., trail section linking the Jones Brook Trail and the Inner Loop Trail). The type of lumber to be used (cedar, hemlock, pressure treated wood) and where to purchase it was then discussed. Cedar is preferred but the type of lumber used will depend on cost and availability. Also different types of lumber could be used for different components of given structure. Tim S. and Brent W. will check pricing and availability with several vendors. A Kennebec Land Trust crew will do the work. RCC moved to authorize up to \$850 for lumber and hardware to replace the footbridge. The motion was approved. RCC members expressed a preference for transporting lumber during the winter (snow cover) to avoid damaging groundcover.

Review of Open Space Goals – Brent W. reviewed the Readfield Open Space Plan relative to goals and actions identified and whether RCC or other town committees had accomplished the same. The Plan identifies actions such as continuing partnerships, developing a trails committee, working with developers to establish trail easements, conducting outreach to landowners (e.g., to sell or donate conservation easements where appropriate), protecting wildlife habitat, interesting other conservation organizations in protecting land in town, and strengthening protection of existing conservation parcels (e.g., Carleton property). Some of the goals/actions have been accomplished (e.g., establishing a trails committee). Based on review, Brent W. recommends that RCC 1) update maps in the OS Plan; 2) focus on achievable goals that are broad in scope; 3) add timetable for deliverables, and 4) focus zoning efforts on shorelines to minimize development.

Tim S. handed out pages copied from the 2008 Town Comprehensive Plan outlining RCC responsibilities. Our current activities are in line with these responsibilities."

Goshawk Survey – KLT will be conducting a goshawk survey in March at the Readfield Town Forest to determine whether the birds will be using the property for nesting, etc. Ten volunteers are needed. Jerry B. will forward the email from Leslie Latt (survey coordinator) to RCC members.

Miscellaneous Items - We briefly discussed the Augusta Water District land around Carleton Pond, and the Draper property near the Town Forest. There has been no recent change of status in either property.

At the Fairgrounds property, this spring we plan to build a short loop trail to the old bleachers site which will allow viewing of the pulling stones.

The Annual Report will be due soon and we hope to review it at our March meeting.

Meeting Adjourned at 8:35

Submitted by Andy Walsh (Secretary)

Readfield Conservation Commission Meeting Minutes

May 8, 2018, 6:30 p.m., Town Office

Present: Greg Durgin, Jerry Bley, Tim Sniffen, Martin Hanish, Greg Leimbach, Andy Walsh

Excused: Bruce Hunter (chair), Brent West, Bob Mohlar

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the April 10, 2018 RCC meeting minutes.

New Business

Draper Property - Jerry B. gave an overview of a walking tour of the Draper Property (May 4, 2018) with Will Brune (New England Forestry Foundation), Jim Connors (Kennebec Land Trust), Howard Lake, and RCC member Greg Leimbach. NEFF expressed interest in securing a conservation easement this year. The option of NEFF taking ownership and of clearing trails on the property were also discussed. At this point, it's not certain if trails or a trail connection with the Town Forest and/or MacDonald Woods will be included in the conservation easement. Readfield Trails Committee will provide a concept plan for trails on the property. Will Brune will meet with the property owner to discuss next steps.

Old Business

Trail Infrastructure Replacement Project - Four bids were received for the project, including three from companies specializing in trail construction and one general contractor. All bids were higher than the amount allocated in the RTP grant for the project. Appalachian Mountain Club (AMC) was the low bidder for the project. The 2017-18 budget was reviewed to identify additional funding sources that can be directed toward the project. Monies from the RCLA account (\$6,000) and from other line items (e.g., vernal pool map) will be used to cover the shortfall. A motion was made by Greg D. for the town to accept AMC's bid for the Trails Infrastructure Project not to exceed \$28,952. The motion was seconded and approved.

The option for culverting the first stream crossing (instead of building a footbridge) was presented by one of the contractors. After email discussion among RCC members, this option was dismissed.

A planning board meeting for the project is scheduled for May 9, 2018.

Readfield Town Forest - RCC agreed that funds for replacement of the footbridge on the outer loop trail will instead be used for the Trail Infrastructure Project. RCC will notify Jean-Luc Theriault (KLT) that the footbridge project will not be completed this year.

Solar Energy Project - Greg L. and Bruce H. have volunteered to represent RCC on the ad hoc town committee. Readfield Trails Committee also has a member on the committee. Jerry B. will contact Henry Clausen to see if he's interested in joining the committee.

Vernal Pool Inventory - Bruce H., Jerry B. and Tim S. met to discuss what's needed to complete the project. Bruce H. has the project files and will complete the data input this summer with help from Tim S.

Open Space Goals - deferred discussion until June meeting

Pulling Stone Loop Trail - RCC discussed whether the trail should be covered with bluestone or have a natural surface. Wood chips may be used adjacent to the trail to keep herbaceous growth down. An interpretive sign will be placed along the trail.

Trail Signs - Tim S. will dig holes for the signs over the next week or two.

Meeting Adjourned at 8:30

Submitted by Andy Walsh (Secretary)

Readfield Conservation Commission Meeting Minutes

January 9, 2018, 6:30 p.m., Town Office

Present: Greg Durgin, Jerry Bley, Tim Sniffen, Martin Hanish, Greg Leimbach, Bruce Hunter, Brent West, Andy Walsh

Absent: Robert Mohlar

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the December 19, 2017 RCC meeting minutes as amended.

The **Augusta Water District Property** at Carlton Pond was added to the agenda by Greg L. and briefly discussed. The District may sell the property at some point to help fund other District priorities. The reservoir serves as a back-up water supply for Augusta and is not currently operational. Recreational trail development was not deemed compatible with the water supply protection goal of the property.

Old Business

Proposed RCC Budget Review – RCC members briefly discussed how money allocated for the “farmstead invasives treatment” line item will be spent. The focus of invasive treatment in this area will be around the old town farm foundation. The Budget Committee will review RCC’s budget on January 18, 2017.

Trail Infrastructure Replacement Project Status – Jerry B. will contact DEP to determine whether an Individual Permit is needed for any increase in the footprint of the proposed viewing platform (i.e., where the duck blind is currently located). A RFP (request for proposals) will be issued for local contractors or skilled trail builders to complete the work. DEP has required that work in/near wetlands be done between July and September to minimize impacts to wetland resources.

Vernal Pool Inventory – Bruce H. may finish the final spreadsheet data input. No further discussion.

New Business

Winter Projects – The Outer Loop Trail, linking the Jones Brook Trail and the Inner Loop Trail, will be relocated, with a footbridge crossing of a small stream/wetlands. Jerry B. will talk with Howard Lake and Jean-Luc Theriault (KLT) regarding the status of this work and whether lumber should be transported to the site this winter.

Review Open Space Plan – Tim S. discussed the need to review the goals in the Readfield Open Space Plan and the Comprehensive Plan (available on Town website). Brent W. volunteered to review the Open Space Plan and Tim S. will review the Comprehensive Plan for later discussion.

Proposed Solar Panel Project – Marty H. described the proposed solar plan by ReVision Energy. The Select Board had a preliminary discussion about the plan. The current plan would site the solar panels at the Fairgrounds property, north of the ballfield access road. ReVision Energy would install the solar array at no cost to the town for the first seven years. The Town could then purchase the facility once a profit is realized (7 or 15 years?). The Town is interested in the project to reduce its carbon footprint and energy costs. RCC members expressed concern about the project's location on a town conservation property.

Properties

Draper Property Update (next to Town Forest) – Jerry B. provided a status update, indicating that the landowner is not interested in selling the property. NEFF (New England Forestry Foundation) has the right to acquire a Conservation Easement on the property, which connects four, existing conservation properties (Readfield Town Forest, Rosmarin Property, MacDonald Woods, and the Stehle Property). The Draper family reserves the right for a building site and has recently expressed interest in having a second building lot. NEFF is looking to finalize details and proceed with the project. The provision of trail access will be important on the Draper Property in order to connect with existing trail networks.

Fairgrounds Property – Remnants of the grandstands were removed from the property and placed in the upper cemetery for later disposal. The work was completed by RCC members Jerry B. and Greg L. with help from a community service worker.

Readfield Town Forest – The forest management plan for the Town Forest indicates that 2018-19 tree cutting is slated for the woods near Jones Brook.

Torsey Pond N. P. and Fogg Farm – no discussion

Meeting Adjourned at 8:05

Submitted by Andy Walsh (Secretary)

Readfield Conservation Commission Meeting Notes

June 12, 2018, 6:30 p.m., Town Office

Approved July 10, 2018

Present: Greg Durgin, Jerry Bley, Tim Sniffen, Greg Leimbach, Andy Walsh, Bruce Hunter, Brent West

Excused: Bob Mohlar, Martin Hanish

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the May 5, 2018 RCC meeting minutes.

New Business

Trail Infrastructure Replacement Project - Jerry B. gave an overview of progress on the bridge and trail work by the Appalachian Mountain Club crew at Torsey Pond Nature Preserve (TPNP) and the Fogg Property. The crew mostly completed the two bridge crossings and started work on the bog bridging. The duck blind replacement is scheduled for August. The upper bridge will accommodate ATVs as needed for future trail maintenance. Installation of a post on the bridge or the placement of a large boulder was discussed to discourage the entry of recreational ATVs onto the TPNP trails. Replacement of the foot bridge and other trail work at the Fogg Property will begin after work at TPNP is completed this week.

Old Business

Draper Property - Jerry B. provided an update of the Draper Property. Will Brune of New England Forestry Foundation indicated that a conservation easement will be placed on the property. Mr. Brune is aware that trail access is desired by the town to link existing conservation properties but that the provision for trail access may not be part of the easement.

Footbridge Replacement, Town Forest - Tim S. indicated that cedar for the footbridge replacement has been ordered from Tim Pepper & Sons Forest Products (Fayette). The approximate cost of the lumber and hardware will be approximately \$800. The materials will be moved to the work site by RCC; details to be determined. KLT will likely schedule construction in late July or early August.

Solar Energy Project - A meeting is scheduled for June 28 to discuss locations to site solar panels. Greg L. and Bruce H. will attend. Readfield Trails Committee member, Ben Macintosh, will also attend.

Vernal Pool Inventory - Bruce H. and Tim S. are working to complete the project; no further updates.

Open Space Plan – Brent W. discussed next steps regarding the Readfield Open Space update. Maps should be updated and the plan should highlight any actions that have been accomplished to date. There are some goals pending such as climate resiliency maps and (update of?) co-occurrence maps that identify hotspots where multiple value priority areas exist. A public hearing with Selectmen will be required if there are substantial changes and town meeting approval may be required. RCC members will review the Open Space Plan before the next scheduled meeting.

Pulling Stone Loop Trail – RCC will schedule Kents Hill students to assist in removing the small amount of debris remaining and clearing a short loop trail to the pulling stones.

Trail Signs – The trails signs at Torsey Pond Nature Preserve and the Fogg Property have been installed.

Town Conservation Properties

Torsey Pond Nature Preserve – Last winter's snow plowing resulted in gravel being pushed to the northerly edge of the parking lot. Greg L. will check and see if a tractor rake can be used to pull the gravel back onto the parking lot.

Readfield Town Forest – Howard and Brenda Lake cleared the town forest trails

Miscellaneous

Mill Stream Dam Project Status – A contractor will start work on the dam, including installation of posts and railings, by the second week of July.

Meeting Adjourned at 8:15

Submitted by Andy Walsh (Secretary)

Readfield Trails Committee Minutes

June 26, 2018

Present: Nancy Buker, Ken Clark, Jeanne Harris, Bob Harris, Greg Leimbach, Ben McIntosh, Rob Peale, Holly Rahmlow

Excused: Greg Durgin, Henry Whittemore

The meeting was called to order at 6:37 p.m.

The minutes were approved unanimously.

Jeanne reported that the current balance in our account remains \$1,688. There will be a charge for some posts Bob had to buy.

Ken passed out screen prints of some trails he mapped using Don's software. He has already walked most of the town trails. Rob said he talked to KLT, and Jean-Luc he would give Don everything he has. Ken has done some KLT trails, so it will be a matter of comparing the data.

As for snowmobile trails, Nancy is not sure if they have all been GPSed. She provided Ken with contact information for some of the club officers so he can see what they have available.

The Appalachian Mountain Club crew has already started work and did some bridges at the Torsey Pond Nature Preserve.

Volunteers are needed to weed whack the Fairgrounds trail near Route 17. Some members said they could help Wednesday or over the weekend.

Greg D. wants volunteers to help with the August fun day. Holly said she'd help.

Greg L. said he's been in touch with the International Volks Vanderham (a group which sponsors a march/walk) people. There is a local branch in Falmouth. These events are popular in Europe. In Germany there is a tent for food and beer at the end. Greg is thinking maybe in October we could hold something similar. It is unclear how any fundraising would be accomplished, but it would be a good way to bring attention to the trails and get us some publicity.

Jeanne suggested we might give out beer steins or glasses with writing on them to people who finish the walk. Greg said if we're interested he could find out more details. Greg is going to look into joining the local group, the Southern Maine Volkssport Association, with an eye to seeing how we might establish an event here and possibly even make money out of it.

Greg D. got Eric's OK on Nancy's idea to put envelopes in kiosks on the trail to solicit volunteers or donations. It was decided that we can use plain black horizontal mailboxes to hold the envelopes, which

will include a printed card with all the necessary information. The cards and envelopes will go into plastic bags to keep them dry.

Holly made a motion to authorize Nancy to purchase the mailboxes, as well as 100 envelopes, cards and bags, which Ben seconded and all approved. We decided we need four kiosks, possibly five if we do one on the Torsey trail. Rob will ask KLT about whether that will be allowed and let Nancy know.

Ben said he might be able to obtain a discount for the mailboxes, or possibly even get them for free from Home Depot, where he works part time. He will work with Nancy on that.

Nancy will bring in a template for the cards next month so we can approve the content.

Ben had previously volunteered to be our representative to the Select Board committee on the solar panel project, but he is unable to attend the meeting scheduled for Thursday, June 28. Rob said he could go.

At the July meeting we will be electing officers, so everyone is to think about who might do what job.

We decided we probably don't need any more signs. Rob said once he finishes blazing and cuts some alders, the Esker Trail should be quite clear.

Nancy suggested we put up a sign warning people that there are lots of ticks. We decided we can use a laminated sign. That can also be purchased at Staples along with the envelopes and cards for the kiosk.

Rob asked that we not use tax maps as a basis for our maps because they are inaccurate and can mislead property owners about whose property trails are on. The Esker Trail provides a perfect example of this.

The map committee will ask Don about using something else for the basis of our trail maps. Topo maps could be good, and we do want to include roads.

Bob said they've nixed the metal ring around the top of the Mill Stream Dam because the quote was too high — \$7,000. They are going to use a split rail fence to cover the area where it's dangerous. They can't cement them in, so they'll be in buckets of stone.

Bob took care of the open well and kiln we discussed at the last meeting. He covered them with discarded metal roofing he got from the Transfer Station. Thank you, Bob!

The next meeting will be July 24. Rob said he won't be there.

Meeting adjourned at 7:58 p.m.

Minutes prepared and submitted by Holly Rahmlow

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

TOWN OF READFIELD

OFFICE USE

JUL 3, 2018

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.

Which Board, Committee or Commission

are you applying for?

ECONOMIC DEVELOPMENT

Term:

[Empty box]

Do you have previous experience on this board or committee?

Yes

No

Name: DAVID TRUNNELL

Phone (H):

Street address: 200 OLD KENTS HILL

Phone (C): 446 4165

Mailing address: SAME

E-Mail: dtrunnell@gmail.com

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

CPA/CFO + STARTED A SOFTWARE BUSINESS (ON-LINE) + RUN A SMALL BUSINESS FROM MY HOME

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

WANT TO HELP READFIELD GROW TAX BASE AND QUALITY OF LIFE APPROPRIATELY

If you are currently employed, what is your position?

SELF-EMPLOYED

APPLICATION FOR APPOINTMENT FOR:

Name: David Trunnell Position: Economic Dev. Term: []

"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: David Trunnell Date: 6/26/18

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment [] Yes [X] No
Was this position advertised? [] Yes [] No If no, please explain:
Confirmation from Applicant of attendance at Select Board Meeting if required. [X] Yes [] No
Confirmed meeting date: Aug 13, 2018 (called 8/8 and confirmed)

SELECT BOARD APPROVAL

To David Trunnell of Readfield, in the County of Kennebec and State of Maine: There being a position on the Economic Dev. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

8-13-18 thru [] Given under our hand this 13 day of Aug 20 18

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

TOWN OF READFIELD

NOV 13 11 44 AM '18
Readfield Select Board
August 13, 2018
Item # 19-013

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.

Which Board, Committee or Commission

are you applying for?

AGE-FRIENDLY COMMITTEE

Term: 3 year
2021

Do you have previous experience on this board or committee?

Yes No
Volunteer

Name: DONNA MCGIBNEY

Phone (H): 215-8801

Street address: 193 MENATOMA CAMP RD

Phone (C): 215-8801

Mailing address: Po Box 391

E-Mail: dlmcgibney@hotmail.com

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

AARP MEMBER - EDUCATIONAL LEADERSHIP

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

AGING POPULATION'S NEEDS; POTENTIAL TO HELP

If you are currently employed, what is your position?

RETIRED

APPLICATION FOR APPOINTMENT FOR:

Name: D. McGIBNEY Position: Age Friendly Com Term: 630-21

"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: DONNA LEE MCGIBNEY Date: 7/11/18

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: Aug 13, 2018 Will be there (called 8-8-18)

SELECT BOARD APPROVAL

To Donna McGibney of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

8-13-18 thru 6-30-2021. Given under our hand this 13 day of Aug 2018.

Bruce Bourgoine

John Parent

Dennis Price

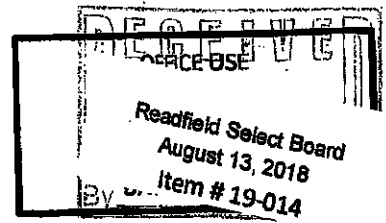
Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date: _____

Is an Oath appropriate: Yes No If yes, what date: _____



TOWN OF READFIELD 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.

Which Board, Committee or Commission

are you applying for?

Rec. Committee

Term: 2018-2019

Do you have previous experience on this board or committee?

Yes

No

Name: Lindsey Morin

Phone (H): 685-0192

Street address: 525 Sturtevant Hill Rd.

Phone (C): 446-5428

Mailing address: (same)

E-Mail: Linzeehalle@yahoo.com

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

Current educator & coach at Cony HS, Producer/Director of Cony's Chizzle Wizzle, Volunteer T-ball coach, volunteer at RES, former camp counselor.

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

I was asked if I'd be interested; I'd like to give to and support my daughter and her friends by getting more involved in the community.

If you are currently employed, what is your position?

Ed Tech III, Special Education for Augusta School Dept. at Cony MS/HS.

APPLICATION FOR APPOINTMENT FOR:

Name: Lindsey Morin Position: Rec. Committee Term: 2021?

"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: Lindsey Morin Date: 7/18/18

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: Aug 13, 2018 (called 8/8 and will be there)

SELECT BOARD APPROVAL

To Lindsey Morin of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

8-13-18 thru 6/30/21. Given under our hand this 13 day of Aug 2018.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:

Is an Oath appropriate: Yes No If yes, what date:

TOWN OF READFIELD
APPOINTMENT APPLICATION

Readfield Select Board
August 13, 2018
Item # 19-015

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

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

Which Board, Committee or Commission

are you applying for?

Road committee

Term:

3 yrs.

Do you have previous experience on this board or committee?

Yes

No

Name: Brian Tarbuck

Phone (H): (207) 370-7227

Street address: 49 Quarry Drive

Phone (C): (207) 370-7227

Mailing address: 49 Quarry Drive, Readfield, ME 04355

E-Mail: btarbuck@gmail.com

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

Formerly worked for MDOT in highway design, some construction and management experience at local water, sewer and stormwater utility. Active on several local and state boards.

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

I live in Readfield and feel that if I can help make it a better place to live then I should offer whatever skills I have to further that agenda.

If you are currently employed, what is your position?

General Manager, Greater Augusta Utility District

Jeremy Greenman

393 Plains Rd

Readfield Maine

(207) 740-7705

Readfield Select Board

August 13, 2018

Item # 19-016

July 13, 2018

Town of Readfield

Recreation Committee

Readfield Maine

Dear Hanna,

Please accept this letter as formal notice that I am resigning from my position on the Readfield Recreation Committee. My resignation will take effect, upon your receipt of this letter.

I would like to thank the Town of Readfield and the Recreation committee for giving me the opportunity to serve this great community. I wish you all well, and I thank you for your time and efforts to make Readfield a better place to live.

All the best,

Jeremy Greenman

NEW BUSINESS

2018/19 Select Board Retreat Agenda

Readfield Town Hall

July 23, 2018 - 4:00 PM to 8:00 PM

Board may elect to adjourn early

- 4:00 Opening thoughts on outcomes, agenda adjustments and ground rules
- 4:10 Opportunity for attending public input (up to 10 minutes total)
- 4:20 Town Manager's thoughts
- 4:30 **Reflections**
- A look back on 2017/2018 goals (See appendix A)
 - Thoughts on what we could have done better
 - Selecting goals to be continued
 - Reflection on major events in the past year that may affect goal considerations
- 5:00 **Considerations**
- Food sovereignty
 - Cannabis
 - Parks planning
 - Heritage Days
 - Solar power
 - Ordinance priorities (See appendix B)
 - Policy priorities
 - Other initiatives
- 5:45 Dinner (15 minute break and 15 minute working)
- 6:15 **Aspirations**
- Where do we want to end up? 2018/2019? 2020? 2025 and beyond?
 - How do we get there?
 - New goal list
- 7:00 **Expectations**
- Chair
 - Each other
- 7:05 Opportunity for attending public observations (up to 10 minutes total)
- 7:15 **Commitments**
- Goal refinement
 - Goal detailing
- 8:00 *Thank you, the work now begins!*

Appendix A - Readfield, Maine Select Board Goals 2017/2018 Report

Summary Overview

The Readfield Select Board convened with all members present in open workshop session at its Annual Retreat on August 18, 2017 to collaboratively develop goals to focus on during the 2017/2018 fiscal year. Some goals are a continuation of prior year work and some objectives are of a multi-year nature. The nine goals in summary form are:

- Review, revise, draft governance documents as needed
 - Business support and welcoming
 - Renewable energy and energy conservation
 - Town buildings planning
 - Activities for kids and adults
 - Church Street sidewalk
 - Targeted property tax assistance
 - Cannabis considerations
 - Transfer Station operational refinement
-

Retreat Report

The Board discussed thoughts on desired outcomes, invited public and the Town Manager's input, and received training regarding the new monthly Treasurer's Report prior to a review of the 2016/2017 year goals. We noted progress, challenges, or completion regarding that group of aims and discussed retention of several that were either appropriate to remain as or already understood to be multi-year in nature. These included:

- Governance document efforts
- Business relations
- Renewable energy, conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk

The Board had a wide ranging discussion on a number of topics and added the following items to its list of goals:

- Targeted Property Tax assistance
- Address cannabis legalization
- Transfer Station operational refinement

The board discussed the goals in detail including specifics, intentions, and priorities within each goal along with timeline expectations and which of its members and other resources would focus more specifically on particular aims. The detailed list with that information follows on page two. We concluded with a discussion of expectations moving forward.

Goal Details

1 Review, revise, or draft selected governance documents in 2017/2018 as needed, including but not restricted to those below. Some of these items will involve various Board members and staff as needed throughout the forthcoming year; there are some initial notations of individuals made regarding a couple of items. We will define and refine the priority documents as the year proceeds; this is expected to be a part of a longer multi-year effort to include items beyond those listed.

- Local Foods
- Low Income Property Tax Relief (in conjunction with goal 7)
- Traffic, parking, snow removal (Eric)
- Personal Property Tax
- Select Board policies, bylaws to be unified into a single set of bylaws (Bruce - 2017)

2 Continue with our efforts to be supportive and welcoming to local business including the development of a local online business directory. (Chris with assistance from staff – 2018)

Reinvigorating the resource of our Readfield Enterprise Fund and a possible open house or outreach meeting with town businesses are additional efforts to be considered under this goal.

3 Investigate renewable energy options and energy conservation steps that the town may want to consider. This may include energy audits, site visits to other municipalities, and low cost immediate implementation of energy conservation measures. (John and Bruce – 2020)

4 Determine the status of town buildings and recommend appropriate facilities planning to serve the community's needs and expectations. (Kathryn and John – 2018)

5 Plan and hold activities for kids and adults in town. (Chris with volunteers – 2018)

6 Develop and engage in a public process of appropriate steps with the goal of building the proposed Church Street sidewalk to serve the town. (2020)

7 Develop a targeted property tax assistance program with understandable and accessible purpose and parameters. The plan would be codified by ordinance either in November 2017 to affect the current tax year or June 2018 to affect the next tax year. Monies, after town expenses, from a recent property are considered by the Board to be start-up funding. (Bruce and Dennis)

8 Engage in steps to address cannabis considerations to address municipal factors as defined by new state law so that our town is appropriately ready in this area. A public forum and other public input will be part of the process. (Dennis, Eric, and the Planning Board as needed - 2018)

9 Provide guidance for Transfer Station refinement of operations and managing change at the facility. (Dennis and Kathryn – 2018)

Road Crack Sealing Services

BPS Group	42.50
ProSeal	15.70
Seal Coating Inc.	13.73



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS

ROAD CRACK SEALING SERVICES

INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking proposals for Road Crack Sealing Services. All proposals are to be submitted in sealed envelopes marked "ROAD CRACK SEALING SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Friday, August 3, 2018**. Any proposal received after this scheduled opening time shall not be considered. No faxed or emailed quotes will be accepted.

The Road Commissioner will open and review all proposals with available members of the Road Committee at 1:00 p.m. on Friday, August 3, 2018. The Select Board may review proposals and consider any Road Commissioner and Road Committee recommendations for contract award(s) at a meeting starting at 6:30 p.m., Monday, August 13, 2018.

The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the Proposals. Any questions which, in the opinion of the Town Manager, requires interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Proposal not later than three (3) days prior to the scheduled opening of the Proposals. Addenda issued later than three (3) days prior to the scheduled opening of the Proposals may be by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided thereof in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

Each Proposer is required to state in its Proposal: the Proposer's name and place of business and the names of persons or parties interested as principals with it; that the Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in Exhibit 1. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and

labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

Each Proposer must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the Proposer is in good standing related to tax payments.

Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

SCOPE OF SERVICES – The Scope of Services is attached.

GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in proposals, to accept or reject any or all proposals, should it be deemed in the best interest of the Town to do so.

By: _____
Eric Dyer, Town Manager

SCOPE OF SERVICES

ROAD CRACK SEALING SERVICES

Contractors shall be responsible for the following services on designated Town roads in Readfield:

- Identify and inspect cracks
- Clean all cracks to be sealed/filled
- Install a hot rubberized sealant
- Control traffic appropriately (including signage and flaggers) during crack sealing.

Road Name

Beaver Dam Road

Chase Road

Church Road

Fogg Road

Lane Road

North Wayne Road

Old Kents Hill Road

Plains Road

Sadie Dunn Road

South Road

Sturtevant Hill Road

Wing's Mill Road

Any additional areas as directed by the Road Commissioner or his/her designee.

All work shall be done according to MDOT specifications (section 424), DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed.

Weather permitting, all work shall be completed by October 30, 2018, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rate per gallon of installed sealant and the actual amount of gallons of installed sealant. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed sealant also will depend on the available Town funds for this work.

EXHIBIT 1.

SERVICES AGREEMENT

ROAD CRACK SEALING SERVICES

THIS AGREEMENT is made this third day of August, 2018 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and ProSeal, LLC (hereinafter "CONTRACTOR").

The CONTRACTOR shall seal/fill cracks on selected Town roads, as needed and directed by the Road Commissioner and/or his designee. All work shall be done according to MDOT specifications and DEP standard best practices.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals and Scope of Services entitled: ROAD CRACK SEALING SERVICES issued 08/03, 2018 by the Town Manager, and shall do so in accordance with the Contractor's Proposal dated 08/03, 2018.

The CONTRACTOR must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the CONTRACTOR is in good standing related to tax payments.

The CONTRACTOR agrees to abide by the OWNER's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR will provide to the OWNER a Certificate of Insurance naming the OWNER as an additional insured prior to the start of any work under this agreement. The OWNER disclaims any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR will provide the OWNER with a current and complete W-9 form prior to the start of any work under this agreement.

The CONTRACTOR, to the fullest extent permitted by law, shall indemnify and hold harmless the OWNER, and their agents, employees and/or invitees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the OWNER.

The CONTRACTOR guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year from the date of completion.

All materials and work may be subject to inspection by the OWNER. The Town Manager or designee shall be allowed access to all parts of the work and shall also have the right to inspect and test, at the OWNER's expense, by any methods adequate to ensure an acceptable quality of work

It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in pre-bid inspections at designated times and locations, and occasionally by request. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

The bid price(s) quoted in the Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the SCOPE OF SERVICES. The bid price shall be firm for the term of this AGREEMENT.

The OWNER reserves the right to submit Change Orders in writing to the CONTRACTOR. In that event, the OWNER will negotiate with the CONTRACTOR to determine any new terms or costs.

At the completion of work, each site shall be left in a neat and clean condition, subject to approval of the Town Manager or a Designee.

The TOWN shall remit to the CONTRACTOR the total payment based on the quoted rate of \$ 15.70 per gallon and actual gallons of sealant applied on specified roads by the first warrant following completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES.

Every effort shall be made to resolve conflicts between the OWNER and CONTRACTOR through direct negotiations between the parties. If resolution cannot be reached within a reasonable timeframe then the matter will be referred to third party arbitration by mutual agreement of the OWNER and CONTRACTOR.

The OWNER shall have the right to terminate this contract for cause or convenience with a minimum notice to the CONTRACTOR of Five (5) business days. Failure to comply with any requirement of this contract shall be cause for termination.

Witness

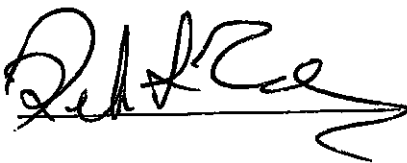
TOWN

By: _____

Eric Dyer, Town Manager

Witness

CONTRACTOR





By: ProSeal, LLC _____

Its: Owner _____

PROPOSAL FORM

ROAD CRACK SEALING SERVICES

PROPOSAL

Proposer's name: ProSeal, LLC

Address of business: 198 College Avenue, Waterville, ME 04901

Names of principals: Tom Boyce - Owner of ProSeal

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the ROAD CRACK SEALING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 15.70 per gallon installed.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Tom Boyce 07/23/2018

PROPOSAL FORM

ROAD CRACK SEALING SERVICES

PROPOSAL

Proposer's name: BPS GROUP (BROWNIES LANDSCAPING)

Address of business: 34 CLARK LANE, WHITEFIELD, ME 04353

Names of principals: TIM BROWN / DAN GALLANT

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the ROAD CRACK SEALING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 42.50/ per gallon installed.

Addenda receipt acknowledgement: (OC)

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Dan Gallant 8-3-2018

PROPOSAL FORM

ROAD CRACK SEALING SERVICES

PROPOSAL

Proposer's name: Sealcoating, Inc.

Address of business: 825 Granite Street, Braintree, MA 02184

Names of principals: Elizabeth Wuori, President Richard L. Goodick, Vice President

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the ROAD CRACK SEALING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 13.73 per gallon installed.

Addenda receipt acknowledgement: none

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Elizabeth Wuori August 1, 2018
Elizabeth Wuori, President

Road Striping Services

	Beaded single yellow ↓	beaded single white ↓	Stop bars, crosswalks & directional arrows ↓	Yellow or white curb ↓
Fire Line	.065	.055	1.50	1.50
L & D Safety	.08	.08	5.00	5.00
Lucas Striping	.04	.04	.75	.75

SCOPE OF SERVICES

ROAD STRIPING SERVICES

The Contractor agrees to paint the following proposed roads and distances as described. Travel lanes are assumed to be 9' wide but physical measurements will dictate line placement. Distances refer to miles of full double center line and fog lines on both sides of the road - i.e one mile of double yellow means two parallel lines both one mile long and one mile of fog line means one mile of painted line on both sides of the road. Stop Bar and Crosswalk numbers refer to simple counts. Actual area calculations are the responsibility of the contractor. Work is to be conducted according to further directions by the Town Manager/Road Commissioner or his/her designee as needed:

Road Name	Distance in Miles		Quantities	
	Double Yellow	Fog Lines	Stop Bar	Crosswalk
Beaver Dam Road	1.00	1.00		
Chase Road		1.29		
Church Road	2.14	2.14	1	3
Fogg Road		1.18	1	
Harmony Hills Road		0.33	1	
Lakeview Drive			1	
Lane Road	0.68	0.68	1	
Memorial Drive		0.23	1	
Nickerson Hill Road	1.14	1.14	1	
North Wayne Road	0.75	0.75		
Old Kents Hill Road	1.32	1.32	2	1
Palmeto Ridge Road	1.20	1.20	1	
Plains Road	3.17	3.17	1	
Russell Street			1	
Sadie Dunn Road			1	
Scribner Hill Road		0.80	1	
South Road	1.70	1.70	1	
Sturtevant Hill Road	2.53	2.53	1	
Thundercastle Road	1.10	1.10	1	
Wing's Mill Road		0.61	1	
Miles	16.73	21.17		
Feet	88,334.40	111,777.60		
Additional Work				
	Route 17 Crosswalk by the beach			
	Readfield Corner curbing			
	Railroad Crossing markings on Plains Rd.			

Spot sweeping may be necessary on occasion and it is expected that this work be performed within reason as a part of the scope of services.

All work shall be done according to MDOT specifications (section 627). All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rates of installed striping and the actual amount of installed striping. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed striping also will depend on the available Town funds for this work.



P.O. Box 6217
Hermon, Maine 04402
(207) 848-7007
FAX (207) 848-0424

info@finelinepavementstriping.com

07/30/2018

To: Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

RE: Pavement Markings Proposal

To Whom It May Concern,

Please find enclosed our bid proposal for the Town of Readfield's pavement marking services for the 2018 season. This proposal is made without any connection to any other proposer making any proposal for the same services and no person acting for or employed by the Town is directly or indirectly interested in this proposal or any agreement we may enter into with the Town of Readfield. Should you have any questions or concerns please feel free to contact me at (207) 848-7007.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Hopkins', written in a cursive style.

Nicole Hopkins, President

PROPOSAL FORM
STRIPING SERVICES

PROPOSAL

Proposer's name: Fine Line Pavement Striping LLC

Address of business: P.O. Box 6217 Hermon, ME 04402

Names of principals: Nicole Hopkins, President

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 0.065 per linear foot of beaded single yellow line.

\$ 0.055 per linear foot of beaded single white line.

\$ 1.50 per square foot of beaded white stop bars, crosswalks, and directional arrows.

\$ 1.50 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Nicole Hopkins, President

PROPOSAL FORM

STRIPING SERVICES

PROPOSAL

Proposer's name: L&D Safety Marking Corp.

Address of business: 304 East Montpelier Road, Barre, VT. 05641

Names of principals: Wm. Gray Ricker IV

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 0.08 per linear foot of beaded single yellow line.

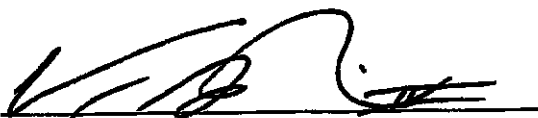
\$ 0.08 per linear foot of beaded single white line.

\$ 5.00 (12" line) per square foot of beaded white stop bars, crosswalks, and directional arrows.

\$ 5.00 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: 

Quotation



No. 11116

ATTN: Estimating

Project: Readfield ME, Town of (2018)

Bid Date:

<u>Items</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Extension</u>
627.18	12"X300mm Solid White PM Line	410.00 lf.	\$5.0000	\$2,050.00
627.65	White or Yellow PM & Curb Marking	75.00 sf.	\$5.0000	\$375.00
627.71	4"X100mm White PM Line	223,555.00 lf.	\$0.0800	\$17,884.40
627.73	4" X100mm Yellow PM Line	176,669.00 lf.	\$0.0800	\$14,133.52
Estimated Total:				\$34,442.92

Unless otherwise negotiated our payment terms are as follows: L and D is to be paid no later than 30 days after payment is received by the contractor with no retainage withheld. Interest will be charge on past due balances at a rate of 1 percent per month. L and D is to be paid at unit price and as per any stipulations for actual work done. This is not a lump sum bid, pavement markings as designated by the owner to be subsidiary shall be paid as per item number/linear foot.

Stipulations

- 1) Prices valid for 30 days and subject to mutually agreed upon contract terms.

PROPOSAL FORM

STRIPING SERVICES

PROPOSAL

Proposer's name: Lucas Striping

Address of business: _____

Names of principals: Stephen Lucas

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$.04 per linear foot of beaded single yellow line.

\$.04 per linear foot of beaded single white line.

\$.75 per square foot of beaded white stop bars, crosswalks, and directional arrows.

\$.75 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Stephen K. Lucas 7-23-18

PETITION FILING/VALIDATION RECORD

Date Validation: August 8, 2018

Persons Filing petitions they circulated: Gerald Spillman, Deborah Elwell, Philip Durgin, Robert Harris, Jamie Mangin, Elliot Sandler, Florence Drake, Leah Hayes, Erin Towns, Jerry Bley, and Aaron Neily.

Petition Language:

To the Municipal Officers of the Town of Readfield, Maine

We, the undersigned registered voters of the Town of Readfield qualified to vote in all town affairs, hereby request that you place the following article before the voters for their consideration at a secret ballot referendum:

To see if the Town will vote to amend the Land Use Map adopted at the Sept. 28-29, 2011

Changing only Map 120 Lot 11, Lot 12, Lot 13, Lot 14, Lot 16, Lot 17, Lot 18

From: Rural Residential Resource Protected

To: Rural Resource Protected

of Pages Submitted: 28 pages of signatures with a total of 188 signatures that have been verified as Readfield registered voters. Which is more than the total number of signatures needed. (146 needed)

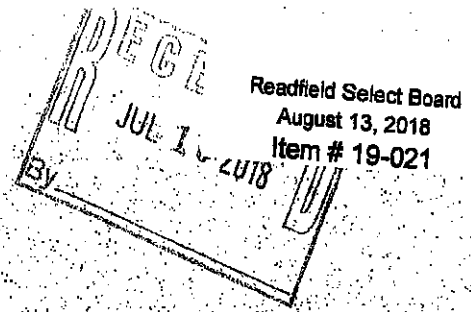
Certified to Municipal Officers as Sufficient by:  Date: 8/8/18

Robin L. Lint, Town Clerk



Maine Municipal Association

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



TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 11, 2018

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 17, 2018 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on 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 Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2018 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 Monday, July 9, by 4:30 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 17. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Linda C. Cohen, Mayor, City of South Portland.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 20. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held *Wednesday, October 3, at 1:30 p.m. at the Augusta Civic Center*. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2018.

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 17, 2018

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Christine Landes, Town Manager, Town of Bethel

(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Elaine Aloes, Chair of Selectboard, Town of Solon

William Bridgeo, City Manager, City of Augusta

Melissa Doane, Town Manager, Town of Bradley

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 or 626-5947*

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2019 EXECUTIVE COMMITTEE**

MMA VICE PRESIDENT (1-Year Term)

CHRISTINE LANDES (Town Manager, Town of Bethel)

(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)

Professional & Municipal Experience:

- Town Manager, Town of Bethel, Maine (November 2014 – present)
- Deputy Clerk, City of Brewer, Maine (December 2012 – May 2014)
- Deputy Clerk, Town of Veazie, Maine (September 2012 – December 2012)
- Deputy Tax Collector/Counter Clerk – Clay County Tax Collectors Office, Orange Park, Florida (July 2010 – September 2012)
- Town Clerk, Town of Warren, Maine – (August 1998 – June 2010)
- Branch Manager, The Waldoboro Bank, Maine (September 1990 – August 1998)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (September 2016 – present)
- Member, MMA Strategic & Finance Committee (October 2016 – present)
- Chairperson, MMA Strategic & Finance Committee (2017 – 2018)
- Member, MMA Property & Casualty Pool Board of Directors (Sept 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (Sept 2016 – present)
- Member, Maine Service Centers Coalition Executive Committee (2016 – present); Treasurer (2017-2018)
- Member, Maine Town, City & County Management Association
- Member, Evaluation Committee for ICMA Annual Conference
- 2nd Vice President, Maine Welfare Directors Association
- Volunteer, Mahoosuc Heat & Soul Volunteer; Member, Hiring Team

Education:

- Master's Degree, Business Administration with concentration in Public Administration, Southern New Hampshire University
- Bachelor's Degree, Public Administration University of Maine at Augusta, /cum laude graduate
- Associate's Degree, Arts Program, Florida State College, Jacksonville

Awards and Certifications:

- Certified Maine Manager
- Recipient, Dr. Edward F. Dow Student Scholarship Award, Maine Town, City & County Management Association

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

ELAINE ALOES (Chair of Selectboard, Town of Solon)

Professional & Municipal Experience:

- Chair of Selectboard, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1998 – present)
- 2nd Selectman, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1990 – March 1994)

- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 – present)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company) (June 1987 – March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 – June 1987)
- Tax Preparer, H & R Block (1985 – 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Legislative Policy Committee (1999 – present)
- Member, Somerset County Budget Committee (2001 – present); Vice Chair (2012 – 2016); Chair (2017 – 2018)
- Member, MMA Executive Committee (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Strategic & Finance Committee (2002 – 2003) and (2017 – present)
- President, Somerset County Municipal Association (2001 – present)
- Member, Maine Municipal's Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 – 2008)
- Vice Chairman, Somerset County Charter Commission (2008 – 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

Education:

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

Awards and Certifications:

- State of Maine, All Lines Adjuster
- Maine Roads Scholar – Maine Local Roads (completed ten required road related workshops to earn award)

WILLIAM BRIDGEO (City Manager, City of Augusta)

Professional & Municipal Experience:

- City Manager, Augusta, Maine (1998 – present)
- Adjunct Professor, Government Program, University of Maine at Augusta (2009 – present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 – present)
- City Manager, City of Canandaigua, New York (1987 – 1998)
- Assistant Director, Maine State Housing Authority (1985 – 1987)
- City Manager, City of Calais, Maine (1979 – 1985)
- Assistant Town Manager, Town of Killingly, Connecticut (1976 – 1979)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee, (2002 – 2004; July 2015 - present)
- Member, MMA Property & Casualty Pool Board of Directors, Member (2002 – 2004; July 2015 - present)

- Member, Workers Compensation Fund Board of Trustees, Member (2002 – 2004; July 2015 – present)
- Member, Maine Service Centers Coalition, Executive Committee (2002 – present); Chair (2004 – 2007; 2016 – present)
- Member, Ethics Committee, Maine Town, City & County Management Association (present)
- Member, Maine Service Centers Coalition, Steering Committee (2001)
- Member, Maine Town, City & County Management Association, (1979 – 1985) and (1998 – present)
- New York State Municipal Management Association, Member (1987 – 1998); President (1995)
- Charter Member, Board of Regents, International City/County Management Association (1990 – 1996)
- Ex-officio Member, Board of Directors, New York Conference of Mayors & Other Municipal Officials
- Member, Board of Directors, Maine Development Foundation (2000-2005)
- Member, Board of Directors, Augusta YMCA (2009 – present)

Education:

- Master's Degree, Public Administration, University of Hartford
- Bachelor's Degree, Political Service, St. Michael's College in Vermont

Awards and Certifications:

- Link Stackpole Manager of the Year Award, Maine Town, City & County Management Association

MELISSA DOANE (Town Manager, Town of Bradley)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – present)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coordinator Clinical Operations/Secretary/Patient Accounts/Patient Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – present)
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate's Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Rookie of the Year Award, Maine Town, City & County Management Association