

**Readfield Select Board
Regular Meeting
Agenda**

January 27, 2014

**Location: Town Office
Meeting Starts: 6:30 PM**

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of January 13 and 21, 2014 – 10 minutes
2. Fire Station Emergency Capital Improvements – 5 minutes
3. **Warrant: 17** – 10 minutes

Communications – 30 minutes

4. Select Board communications
5. Town Manager
6. Boards, Committees, Commissions & Departments

Appointments/Reappointments – If any pending

Unfinished Business:

7. Town Manager Roles & Responsibilities update: final reading – 5 minutes
8. Select Board Roles & Responsibilities Appendix A: 2nd reading – 5 minutes
9. FOAA policy updates: 2nd reading – 5 minutes
10. Town Manager Job Description: 2nd reading – 5 minutes
11. Naming Policy: 2nd reading – 5 minutes

New Business:

12. Kennebec Regional Development Authority (KRDA) Director – 15 minutes
13. KVCOG Director, Rosie Vanadestine – (postponed to Feb. 10, 2014)
14. Budget goals – 15 minutes
15. Select Board communications #2 – 10 minutes
16. Fee schedule review – 10 minutes
17. Other (if needed)

Public Communications – 15 minutes

18. Members of the public may address the Select Board on any topic.

Executive Session:

19. Possibly for Town Manager contract negotiations and/or personnel issue

Adjournment

#1

Minutes

Readfield Select Board
Regular Meeting Minutes January 13, 2014 - Unapproved

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis, Larry Dunn
Others attending: Kristie Hutchinson (PEG TV), Stefan Pakulski (Town Manager), Pamela Osborn, Grace Keene, Debora Doten, Peter Davis, Tom Dunham, Lenny Reay, Sandra Rourke and William Bayreuther.

The meeting was called to order at 6:34 pm by Sue Reay, Chair. The Pledge of Allegiance was made.

(1) Minutes:

- **Motion** by Ms. Pomerleau to reopen the vote on the minutes of 12/16/2013, **second** by Mr. Curtis; **vote** 5-0-0. **Motion** by Mr. Durgin to correct the times on the minutes of 12/16/2013 as submitted by Mrs. Reay, **second** by Ms. Pomerleau; **vote** 5-0-0.
- **Motion** by Mr. Curtis to reopen the vote on the minutes of 12/23/2013, **second** by Ms. Pomerleau; **vote** 5-0-0. **Motion** by Mr. Curtis to correct the minutes of 12/23/2013 to read 'contract negotiations' as the reason for entering executive session, **second** by Ms. Pomerleau; **vote** 5-0-0.
- **Motion** by Mr. Dunn to accept the minutes of 12/30/2013 as amended, **second** by Ms. Pomerleau; **vote** 3-0-2 (Reay, Durgin abstain due to absence).
- **Motion** by Ms. Pomerleau to accept the minutes of 01/07/2014 as amended, **second** by Mr. Durgin; **vote** 5-0-0.

(2) Warrant: The warrant was reviewed by Ms. Pomerleau. **Motion** by Ms. Pomerleau to accept warrant #16 in the amount of \$44,841.86, **second** Mr. Durgin; **vote** 5-0-0.

(3) Select Board communications and goals update: Mrs. Reay gave an update and a reminder on several upcoming meetings. She made a statement to help clarify the budget process and encouraged everyone to attend budget committee meetings.

- Mr. Curtis asked about the status of the road project breakdown analysis.

Motion by Mr. Durgin to have a spreadsheet available for the summer roads project by the 01/27/2014 meeting, **second** by Mr. Curtis; **vote** 4-1-0 (Mr. Dunn opposed).

- Ms. Pomerleau is working on information about photocopy fees.

Motion by Mrs. Reay for Teresa Shaw to be paid an extra \$200 for filling in for the Town Manager while he was on vacation, **second** Mr. Durgin; **vote** 4-1-0 (Mr. Curtis opposed).

- There was a discussion about the recent ice storm expenses.

Motion by Mr. Curtis to transfer funds from accounts they were paid from to the emergency fund and bills are to be paid out of this emergency fund, **second** Mrs. Reay; *discussion* – the Town Manager said the combined amount is approximately \$9,900. **Vote** 5-0-0.

- Mrs. Reay noted the upcoming appropriations committee hearings regarding cuts to revenue sharing. Ms. Pomerleau encouraged the public to express their opinions with their representatives. Mr. Durgin noted school aid from the state has been cut as well.
- The RSU budget meeting updates from Mr. Durgin and Superintendent Wolfrom were briefly discussed.
- Mr. Curtis asked about follow up on the possible code enforcement violations he asked about 2 meetings ago. Mr. Pakulski said he has not directed the CEO to do anything with this, but Mr. Buuck is aware of these matters. Mr. Pakulski will follow up with Mr. Buuck.
- Ms. Pomerleau asked questions about employee overtime. Mr. Pakulski said employees only work overtime when he has authorized them to do so and overtime is budgeted for.

(4) Town Manager: Mr. Pakulski reviewed his written report that was included in the board packet and offered to answer any questions. Mr. Curtis said he would like to review any IT proposals that have been received. Mr. Pakulski said 6 responses were received with a range of \$50-\$150 per hour.

- Mrs. Reay gave a reminder that updated employee job descriptions are needed for review by the board at the 02/10/2014 meeting. This will be a first reading.

- Mrs. Reay made a statement that the sand provided at the transfer station is only available to residents on days the transfer station is open and residents are not permitted to enter the sand and salt shed; it is for authorized personnel only. Ms. Pomerleau said she appreciates sand being available over the gate when the transfer station is closed. Lenny Reay said at 7:45 am on Saturday cars were lined up to get into the transfer station, not only to dump trash but to get sand, but it was closed. Mrs. Reay addressed Lenny and said she defended the town decision to close the transfer station that day and the public should have stayed home. Mr. Dunn, Mr. Durgin and Mr. Allen all agreed with Mrs. Reay that the town made the right decision. Lenny Reay said he is paying for a service, and there should have been sand available for the Taxpayers of Readfield.

(5) Boards, Committees, Commissions & Departments: The Cemetery Committee update was provided in Mrs. Reay's notes; Pete Davis said Road Committee updates were covered in the Town Manager's report.

(6) Maranacook Lake Outlet Dam agreement update: **Motion** by Mr. Curtis to readdress the Maranacook Lake Outlet Dam agreement and to reconsider for signatures of the board, **second** Ms. Pomerleau; **vote** 5-0-0. **Motion** by Mrs. Reay to accept the Maranacook Lake Outlet Dam agreement with one correction, page 3, item e – 'share' not 'sheet', **second** Mr. Durgin; **vote** 5-0-0. The board signed the clean copy.

(7) Town Manager Roles & Responsibilities update – final reading: There was a discussion about the staff hiring process. Grammatical corrections were noted.

Motion by Mr. Durgin to accept the Town Manager Roles & Responsibilities final reading tonight, contingent on grammatical corrections, with clean copy for signature at the next meeting, **second** Ms. Pomerleau; **vote** 5-0-0.

(8) Select Board Roles & Responsibilities Appendix A: The document was reviewed and changes noted.

(9) FOAA policy updates – 2nd reading: The policy was reviewed and discussed. There will be a final reading at the next meeting.

(10) Town Manager Job Description: The job description was reviewed and changes were noted.

(11) Legal services review: There was a discussion about the directive given to the Town Manager at the last meeting.

Motion by Mr. Dunn to reconsider the motion of the previous meeting in regard to the legal services directive to the Town Manager, **second** Mr. Curtis; **vote** 5-0-0.

Motion by Mr. Curtis to direct the Town Manager to create an RFP for Select Board review in regard to legal services for the Town of Readfield, **second** Mr. Durgin; *discussion* – Mr. Dunn made an amendment to the motion to set a date to present to the Board on 02/10/2014, **second** Mr. Durgin; **vote** on amended motion 5-0-0, original motion **vote** 5-0-0.

(12) Other:

- Lenny Reay said when taxpayers go to town meeting they would like to separate certain items out of warrant articles. Mrs. Reay said if residents want changes they need to attend budget meetings.
- There was a discussion about the naming policy. A second reading will be held on 01/27/2014.

(13) Public Communications: Mrs. Reay read the policy.

- Bill Bayreuther spoke in support of the Town Manager's contract renewal.
- Tom Dunham asked why town employees have filed to unionize. He also asked about a written account of the road commissioner duties.
- Deb Doten expressed concern about the burden placed on local government in regard to state funding cuts. She also spoke in support of the Town Manager and read a listing of positive feedback she received in regard to Mr. Pakulski.
- Lenny Reay asked Mr. Durgin if he would like to handle his previous question in-house. Mr. Durgin said it is a personnel matter and the town attorney suggested that was the way the board should respond.
- Deb Doten said she is also interested in the employees' interest in forming a union. She referenced the KJ article.
- Tom Dunham said he agreed with Lenny Reay on the sand issue on Saturday.

- Bill Bayreuther said he also wanted sand on Saturday and asked the Town Manager why the transfer station was not opened. Mr. Pakulski said the site was unsafe, roads were unsafe, one employee could not make it to work and the other employee said it was too dangerous to open.
- Pete Davis thanked Lenny Reay for sanding the Adell Rd. He said he needed sand too, but he got it on Friday.
- Lenny Reay reiterated his opinion on the transfer station not opening on Saturday.

(14) Town Manager contract negotiations: Motion by Mrs. Reay to enter into executive session pursuant to Title 1 MRSA Sec. 405(6)A to continue negotiations of the Town Manager's new contract, **second** Mr. Durgin; **vote** 5-0-0.

The board entered into executive session at 8:52 pm.

Recorded by Deborah Nichols

The board exited executive session and adjourned at 10 pm; no votes were taken.

Recorded by Stefan Pakulski

Readfield Select Board
Special Meeting Minutes January 21, 2014 - Unapproved

Select Board members present: Valarie Pomerleau, Greg Durgin (Vice Chair), Allen Curtis, and Larry Dunn.

Select Board members absent: Sue Reay (Chair) recused herself.

Others attending: Stefan Pakulski, Town Manager

Meeting called to order by Vice Chair Greg Durgin at 5:07 PM.

Motion by Mr. Curtis, **second** by Mr. Durgin, to enter executive session pursuant to Title 1 MRSA, section 405 6 A for contract negotiations and not invite the Town Manager in. **Vote:** 4 – 0.

The Board entered executive session at 5:08 PM and moved to the second floor of the building.

The Board reconvened on the first floor at 5:42 PM.

Motion by Mr. Curtis, **second** by Mr. Durgin, to ask the Town Manager to join the Board in executive session. **Vote:** 4 – 0.

The Board continued in executive session with the Town Manager.

The Board left executive session at 6:32 PM.

Mr. Durgin adjourned the meeting without further action at 6:33 PM.

Recorded by Stefan Pakulski

#2

FIRE STATION

EMERG. CAPITAL

IMPROVEMENTS

2. Fire Station Emergency Capital Improvements

Please see the memo below from Fire Chief, Lee Mank:

To all the Select Board Members,

The backup generator at the fire station failed on Tuesday, January 21, 2014. We had Mid Maine Generator come look at it on Wednesday January 22. This generator has a manufacture date code of 1992 I am not sure when it was installed, it is old and to find replacement parts is going to be expensive and not very timely. This being said, I asked them to give us a price on a replacement unit that will fill the needs of the fire station, the one we have now is only an 8KW unit and does not run the whole building.

The quote is for a 20KW which will run everything in the building, including our breathing air compressor. As backup power at the fire station is very important for the town in general, the safety of the fire fighters responding to get trucks is my utmost concern. This needs to be replaced ASAP. As I have prior commitments on Monday night, I cannot be at your meeting. Stefan is up to date on this and will talk to you about the funding options.

Lee Mank, Chief
Readfield Fire Department

The Fire Station Improvements capital reserve account still has \$16,294.60 appropriated for use in the current fiscal year. This was intended for paving the station parking lot, but the actual paving cost was much lower than projected due to using Pike Industries during the larger road paving projects last fall. The remaining balance in the account could be used for station capital improvements this year. As the generator is clearly a high priority for the Chief and Department, the Select Board could authorize expending funds to replace the generator.

Please see the attached quote from Mid Maine Generator to replace the generator for \$7,090. The firm could install the generator on Tuesday, January 28, 2014. This is a very competitive price compared to the price of \$9,615 paid for the installation of a similar generator system at the Town Office last year. The Town Office system was awarded to the low bidder through a sealed bid process.

Given the priority of backup power at the Fire Station, the recommendation is for the Select Board to waive the Purchasing Policy requirement for a sealed bid process for a purchase of \$5,000 or more, and to award a contract to Mid Maine Generator to replace the Fire Station generator immediately. The down payment of half the system cost, \$3,505 is on tonight's warrant in case the Select Board authorizes this emergency capital improvement and waives the Purchasing Policy to award the contract to Mid Maine Generator.

(A copy of this agenda item has been sent to the Budget Committee as well, as the possible authorization to replace the generator now would affect scheduling in the Capital Improvement Plan.)

MID MAINE GENERATOR

DON'T GET LEFT IN THE DARK

WE SELL & SERVICE ALL MAJOR GENERATOR BRANDS

PO BOX 147, 1388 Route 202, Winthrop, ME 04364

Phone: (207) 395-8066, Fax: (207) 377-2981

Date: 01-23-14

Project Name: Readfield Fire dept. att: Chief Lee Mank

Address: 1154 Main st. Readfield, Maine

Phone: 207-685-4401 Lee's #685 8187 Fax 685-8187

We propose to furnish all material and perform all labor necessary to complete the following:

- Provide and install a 20 KW RESA Kohler propane generator
- Provide and install a 200 a, Kohler service rated transfer sw.
- Provide and install carb heater
- Provide and install Interstate Battery
- Provide and install all wiring needed
- Provide and install all propane work needed
- Remove existing transfer switch and reconnect panels.
- Start-up by a certified Kohler technician

The following items are not included in this job:

- C.M.P. charges by others (none expected)
- Propane tank to be furnished and installed by others
- Start-up does not include filling the tank with propane

We propose to complete the job as specified for the sum of \$7090.00

Payments to be 1/2 upon approval and remainder upon completion

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

This proposal may be withdrawn if not accepted within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Upon approval a home owner contract will be issued and signed by the home owner.

Owner Signature

Mid Maine Generator representative



#3

WARRANT

#4

SELECT BOARD

Respectfully Submitted to

Select Board Town of Readfield

1/23/2014

At the request of the Select Board, I attended the Meeting of the RSU 38 School Board on 1/22.2014 to collect information which would help the Select Board understand the items being considered in the Current School Board budgeting process. Here is the Information I encountered.

The Superintendent had a meeting with the "A" team (Administration Team) and requested they all go back and review their budgets and reduce the requested amount (See sheet INCREASES) by 4 %. As the original budget request came in at an projected increase, or approx. \$349,000.00 increase over last year.

The "A" team reviewed their budget and came up with additional cuts in the amount of \$374,720.00 reduction (See Sheet REDUCTION underlined).

The Superintendent was a great job but the Administrators-Budget Builders need to reduce the amount to maintain a Zero based budget, she made it clear that this budget is not based on revenue as they did not know what the revenue will be at this point.

While reviewing the building budgets I noticed several areas that I questioned the Principals/Board about.

1. Manchester Ele. Capital Improvements - Increase of 238 %
 - a. This represents approx. 5,000 for repair of a Sink Hole repair and to secure the rear entrance of the building
2. Readfield Ele. Capital Improvements – Increase of 101%
 - a. This represents approx. 9,100 for External Painting, Carpet in Library and a new room divider to accommodate a Special Education requirement.
3. Wayne Ele. Capital Improvement – Increase 145%
 - a. This represents approx. 70,000. And is for Roof repair and External Painting
4. Maranacook HS Capital Improvement - Increase 290 %
 - a. This represents approx. 25,000 for a Electrical Switch/Breaker in one of the electrical panels. I did not fully understand this as I am not an electrician. The Item will be presented in more detail at the Feb 26th meeting.

Please contact me if you have any questions and I will try to answer them.

Allen J. Curtis
Readfield Select Board Member

Attachments - Increases and Reductions.

#4.

REGIONAL SCHOOL UNIT NO. 38
 SUMMARY OF BUDGET INCREASES FY14 TO FY15
 2014-2015
 January 22, 2014

Employee Benefits	
Health, Dental, MePERS Match, Unemployment, Workers Comp	301,636
Regular Education Instruction - January 22, 2014	
Elementary Schools	
Classroom Teacher - Class Size - Manchester Elementary	50,000
Middle School	
Math Supplies & Textbooks	4,000
Foreign Language Assessment	750
High School	
Foreign Language Assessment	2,000
Two Americorp Vista Staff	11,000
Special Education - February 5, 2014	
Ed Tech III - High School Self Contained	30,000
K-5 Readiness Skills Program	125,000
Technology - February 26, 2014	
Smartboard - Readfield 504 Student Need	3,000
Apps for iPads	7,500
Powerschool Hosting Fee	4,291
"Smart" Switches for Two Elementary Schools	5,200
Projector Installations at Elementary Schools	7,500
Operations & Maintenance - February 26, 2014	
District Maintenance Building Projects & Equipment	79,468
Transportation - February 26, 2014	
In District Special Education Transportation Run	23,850
Approved - Two New Bus Leases (Retiring One Lease)	28,799
Diagnostic Engine Equipment	7,000
District Professional Development & Assessment - February 26, 2014	
Summer Science Curriculum Work	3,000
System Administration - February 26, 2014	
Legal & Audit Contracted Services	5,000

\$ 34,900.00 ↑
375,720 ↓
Down from

REGIONAL SCHOOL UNIT NO. 38
 SUMMARY OF BUDGET REDUCTIONS FROM ORIGINAL
 REQUESTS
 2014-2015
 January 22, 2014

Personnel

Regular Education Instruction - January 22, 2014

Elementary Schools

Supplies & Books

Elementary Cultural Budgets

Middle School

One Support Staff Advisor

Choral Accompanist

Course Reimbursement

Field Trips

Supplies, Books & Equipment

High School

Contracted Service, Supplies, Books & Equipment

Field Trips

Special Education - February 5, 2014

Legal

Gifted & Talented - February 5, 2014

Student Tuition, Supplies & Dues/Fees

Technology - February 26, 2014

Elementary iPads

Middle School Co & Extra Curricular - February 26, 2014

Change to Intramural Program

Operations & Maintenance - February 26, 2014

Middle & High School Supplies & Equipment

District Maintenance Building Projects

Transportation - February 26, 2014

Out of District Special Ed Run - Student Graduated

District Professional Development - February 26, 2014

District Supplies

Change from Original Request Budget to First Draft Budget

\$375,720

#5

TOWN MANAGER

5. **Town Manager tasks update**

Road reconstruction costs: The Town Manager has spent considerable time reviewing road expenses in conjunction with budget planning for the upcoming fiscal year. Please see the attached copy of a spreadsheet with cost breakdowns for the 2013 road reconstruction project, as requested by the Select Board. Some of the costs are reported by road and some are costs in common. These are the actual expenses using the 2013 road bond funds, for a total of \$692,233.08 leaving a remaining balance of \$7,766.92 to be used in 2014.

IT support services: The Town Manager sought hourly rate quotes for information technology support services and received several responses from different firms and consultants. Three consultants were invited for on-site interviews with staff and to review the Town Office server and network. The Town Manager will check references for a final recommended candidate and hopefully have services available this week, as needed.

Meeting of Chairs: The Town Manager helped prepare for and attended the annual meeting of Chairs of Town boards, committees, and commissions on Jan. 15, 2014 at the high school. The meeting was well attended and informative.

Solid Waste and Recycling Committee (SWRC) meeting: The Town Manager attended the SWRC meeting on Jan. 22, 2014. The committee reviewed the Transfer Station's current operations and budget, then provided input regarding a budget proposal for next year. The current budget is about on track for this time of year. The intent for next year's budget will be to remain as flat as possible without reducing services while maintaining equipment and infrastructure effectively. The MSW or household waste compactor is ten years old and was scheduled for replacement on the CIP. However, a recent review by Atlantic Leasing confirmed the compactor should be able to stay in service for several more years if maintained properly, including annual hydraulic oil changes. The SWRC would like to see more emphasis on recycling education and outreach next year. Additional signage will be explored as well. The SWRC also encouraged the Town Manager and Assistant Transfer Station Manager to develop a new set of operating rules for the Stop-and-Shop/Swap Shop.

Budget Planning: The Town Manager has continued budget planning with staff members and has encouraged Town boards, committees and commissions to prepare their budgets according to the Budget Committee's schedule. This work will continue through March at least.

Contract negotiations: The Town Manager started contract negotiations with the Select Board on Jan. 21, 2014. The current contract will expire on Jan. 31, 2014.

Legal contacts: The Town Manager has contacted MMA legal services and the Town's attorney on different items, including complaints related to personnel.

Usual duties: The Town Manager has attended to usual duties of administration, supervision, financial management, Transfer Station review, roads review, contractor management, etc.

Town of Readfield	2013 Road Bond Summary											
2013 Road Bond costs by road, and in-common costs										Page 1		
	Misc	Grind	Grade	Gravel	Gravel	Common	Loam	Contract Wk 1	Contract Wk 2	Rip-Rap	Trees	Culverts
				A	B							
Wings Mills		\$ 13,218.14	\$ 42,281.60								\$ 2,025.00	\$ 1,158.50
Adell Rd		\$ 4,210.64	\$ 12,633.80	\$ 5,409.60	\$ 532.00	\$ 380.00				\$ 900.00	\$ 1,485.00	\$ 400.40
Lakeview Dr		\$ 4,597.20	\$ 15,059.20	\$ 2,060.80							\$ 1,215.00	\$ 386.40
Thundercastle		\$ 13,877.05	\$ 27,136.75	\$ 6,201.25				\$ 14,037.00	\$ 22,474.50	\$ 768.00	\$ 810.00	\$ 2,010.40
Beaver Dam												
Plains Rd												
Tallwood Dr												
Church Rd												
Shldr gravel truck												
Shldr gravel												
RFP ads	\$ 152.64											
Bond legal	\$ 3,012.50											
Stations												
setting	\$ 327.50											
Totals	\$ 3,492.64	\$ 35,903.02	\$ 97,111.35	\$ 13,671.65	\$ 532.00	\$ 380.00	\$ 14,037.00	\$ 22,474.50	\$ 1,668.00	\$ 5,535.00	\$ 3,955.70	



Readfield Corner Water Association
PO Box 231, Readfield, ME 04355
Tel. 207-377-2712
email: winutil2@fairpoint.net

January 22, 2014

Readfield Corner Water Association Customers:

As the previous notice stated we routinely test for the presence of drinking water contaminants. Water samples collected during 9/1/2013 to 9/30/2013 showed the presence of coliform bacteria. As our customers, you have a right to know what happened and what we are doing to correct the situation.

We have tested subsequently and the tests have come up negative since the above mentioned test.

We have reviewed our sampling techniques and made changes to improve our sample collection methods.

If there are any questions please feel free to contact us for more information.

Sincerely,

Daniel R. Wells, P.E.
System Operator

RECEIVED
JAN 23 2014

#6

**BOARDS,
COMMITTEES,
COMMISSIONS
& DEPARTMENTS**

**Readfield Cemetery Committee
Meeting Minutes
December 10, 2013**

Present: Lorraine Wagner, Evelyn Potter, Lee Hepfner, Brenda Lake, Grace Keene, Pam Osborn, Lydia Adelson, Sue Reay, Deb Doten, Theresa Shaw

Meeting Minutes Approval:

Minutes of the October 24th meeting were approved.

Purpose of today's meeting: RFP Review

One proposal for mowing was submitted by Littlefield & Sons. They appear to have extensive experience.

The references were positive, but reflected personal experience and cell phone tower mowing. The committee would like to have a reference from a town that the company mows for.

The projected contract was below our current costs. The cemetery portion of this proposal was \$12,500 for 2014 and 2015. It was \$12,600 for 2016.

There was a question about who would mow the plots at the time of a burial. This item was not specified in the RFP and will need to be addressed as an additional cost.

The committee agreed that the Chair will ask the Town Manager to determine if there is information available as to the (a) quality of work and (b) response time in a setting similar to what was requested in this RFP.

Sue Reay suggested that February 6th deadline for budget development.

Additional Item: Lorraine Wagner has asked why debris was not cleared from the East Readfield Cemetery. She feels that if we should hold our staff to the same standard as to what is being requested of a contractor. This item will be added to the January 9th agenda.

Next Meeting: January 9, 2014 at 9:00 at the Town Office.

Cemetery Committee Meeting Minutes
January 9, 2014

Present: Karen Peterson, Deb Doten , Lorraine Wagner, Sue Reay, Lydia Adelson, Grace Keene, Pam Osborn, Brenda Lake

Approval of Meeting Minutes:

The December 10, 2013 meeting minutes were approved with the following corrections:
Correct spelling for Hepfner and Teresa Shaw.

Although the meeting minutes for October 24 have been approved, there is one clarification that should be noted. We should note that the meeting to open the Bids for the RFP was a public meeting.

Select Board Meeting Concern: Deb Doten and Lydia Adelson brought the concern that the Select Board Members did not accurately present the budget development process at the December 30th meeting. Lydia and Deb felt that the Select Board Members present could have done a better job of explaining the budget development process as being thorough and responsible. Sue agreed and will bring forward the concern at the next Select Board Meeting.

Budget for FY 2015 Discussion:

Karen presented a list of restoration work that has taken place since she has been Sexton (see Attachment).

Sue reviewed the budget development process and shared that our goal should be to develop a flat budget while maintaining the current infrastructure as much as possible. The steps for development are (a) the Cemetery Committee develops the proposed budget, (b) the Committee Chair sits with the Town Mgr and Finance Officer before the budget (c) goes to the Budget Committee. The final steps are Select Board Approval, and then approval at the Town meeting.

Review of Line Items:

- (1) Administration: Keep at \$200.00
- (2) Insurance: Will discuss at the next meeting.
- (3) Personnel: Will discuss at the next meeting.
- (4) Sexton Stipend: Keep at \$2500 per Karen's recommendation.
- (5) Utilities: \$180 is the budgeted amount for cell phone expense. The expense is currently \$120 (January 8,2014). May to adjust this expense to reflect current usage. The Committee agrees that a cell phone is important to the job of the Sexton due to the amount of time in the field and work that is required after hours.
- (6) Contract Services: It is recommended to keep plot repair at \$100, and stone repair at \$4000. Fencing will depend upon the results of the Project Canopy Grant Application for the East Readfield Cemetery. To date, \$600 that has been raised in Audrey Luce's memory that is to be

used toward trees and beautification. It is recommended to keep Wood and Brush Removal the same at \$1500. The Committee did ask the Sexton to develop a list of Restoration that needs to be completed so that the Committee can prioritize work projects.

- (7) Community Services: This line will be reduced by \$2220 as the bronze markers will not need to be purchased. The recommendation for this line is \$260 for flags.
- (8) Equipment Operation, Repair, and Maintenance: This will need to be discussed at the next meeting.
- (9) Grounds: The granite does need to be removed from the fair grounds. Sue and Karen will put together an estimate for the completion of this project.

Update on References for the RFP from Town Manager:

Stefan provided the information he received from checking references for Littlefield and Son. The municipality that does contract with this company stated that in the first year, they did not seem prepared. The company did put respond to concerns with immediate improvement. The company's equipment is good. General impression is that this is a good contractor who works hard and provided a good, low bid. This is a family based business and therefore has a lower cost of providing the service. The Committee will meet with this contractor to be sure that our expectations are clear, and that there is enough manpower and equipment to do the job with an emphasis on the busy holidays such as Memorial Day.

Lydia also provided a good reference from her experience working with Mr. Littlefield. Pam underscored the importance of the local control in having a quicker, better quality response with our current system.

The Committee agrees that we should recommend that the Town not sell the mowing equipment.

Next Meeting:

January 23, 2014 at 9:00

Review list of restorations and repairs

Interview with Matt Littlefield

Cemetery Restoration Work

The following is a list of restorative work completed since Karen Peterson became Sexton.

Readfield Corner Cemetery:

- Repair of Vandalism
- Clean, epoxy, and straighten a few stones
- Repair crypt damage

Kents Hill Cemetery:

- Repair of Vandalism
- Clean, epoxy, and straighten all stones in the old section

Case Cemetery:

- Clean Reverend Case mausoleum
- Straightened all stones

Huntoon Cemetery:

- Repair crypt damage
- Epoxy broken stones

East Readfield Cemetery

- Epoxy and straighten all stones in the old cemeteries

Dudley Plains Cemetery

- Clean, epoxy, straighten all stones (ongoing)



TOWN MANAGER

ROLES & RESPONSIBILITIES UPDATE

Roles and Responsibilities of Readfield Town Manager *Approved by the Readfield Select Board on June 3, 2010; and amended on August 30, 2010; amended on June 6, 2011; amended on January 13, 2014.*

Purpose of Town Manager

Readfield's Town Manager performs the executive and administrative duties for the Town as prescribed by Maine Law in 30-A M.R.S.A. § 2636. This statute is attached as Appendix 1.

Appointment of Town Manager

Readfield's Select Board has the responsibility to recruit, hire, evaluate and terminate the Town Manager. The Town Manager operates under a multi-year contract which will enumerate all conditions of employment including a term- of up to 3 years, benefits, protocol for evaluation and specific expectations not otherwise detailed by public law. The Town Manager is responsible for all other personnel appointments within the Town.

The Town's Manager shall notify the Select Board of any resignation, termination, suspension, and any new hiring of his or her personnel.

Duties of the Town Manager

The general responsibilities of the Town Manager are prescribed by Maine law. (See Appendix 1, 30-A M.R.S.A. § 2636 Powers and Duties of Town Manager, attached.) In this section, each of these 14 specific responsibilities is further discussed as applied in the Town of Readfield.

1. Is the chief executive and administrative officer
The Town Manager shall be the head of the administrative branch of the town government, and shall be responsible to the Select Board for the proper administration of all town affairs.
2. Administers offices
Subject to the listing in section 6 herewith, the Town Manager shall appoint, prescribe the duties of, supervise, and, when necessary for the good of the Town, suspend or remove all town employees and appointive administrative officers. The Town Manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.

The Town Manager shall direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this policy or by general law.

3. Executes law and ordinances
The Town Manager shall see that all laws, town ordinances, and acts of the Select Board, subject to enforcement by him or her or by officers subject to his or her direction and

supervision, are faithfully executed.

4. Is the department head

The Town Manager shall serve in any office as he or she is the head of any department under the control of the Select Board when directed by the Select Board.

5. Appoints department heads

The Town Manager shall appoint, subject to confirmation by the Select Board, supervise and control the heads of departments under the control of the Select Board when the department is not headed by the Town Manager under section 4, herewith.

6. Appoints some town officials

Unless otherwise provided by town ordinance, the Town Manager shall appoint and report such appointments to the Select Board and supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards and committees; and appoint, supervise and control all other officials, subordinates and assistants, except that the Town Manager may delegate this authority to a department head and report all appointments to the Select Board.

(The Select Board appoints the Town Treasurer; Tax Collector, Welfare Director, Road Commissioner, Transfer Station Manager and Fire Chief, as well as all members of boards, commissions, committees, and single assessors.)

7. Is purchasing agent

The Town Manager works closely with the Financial Officer and shall act as purchasing agent for all departments of the town.

8. Must attend meetings of the Select Board

The Town Manager shall attend meetings of the Select Board except when his or her attendance is excused or not required by the Select Board, may attend when his or her removal is being considered, and shall have the right to take part in discussion but may not vote. The Town Manager may be invited to sit with the Select Board during their meetings.

9. Shall make recommendations to the Select Board for the more efficient operation of the town.

The Town Manager shall prepare and submit to the Select Board such reports and shall perform such duties as the Select Board may require, and shall make such recommendations to the Select Board concerning the affairs of the town as he or she deems desirable or as the Select Board may request.

The Town Manager shall act as the town representative for grant applications, both public and private, and shall actively pursue grants involving money, equipment, and other awards, that can benefit the town.

This duty includes routine collaboration with neighboring municipalities and with RSU #38 to work co-operatively for mutual benefit.

10. Shall attend Town Meeting and hearings

This duty applies strictly to annual or special Town Meetings. However, the Town Manager is encouraged to attend other public meetings in which municipal business is being conducted.

11. Shall inform the Select Board and town residents of the town's financial condition

This shall be done on a routine monthly basis by placing a snapshot budget summary in the Readfield Messenger and on the PEG TV Station and as requested by the Select Board.

12. Shall collect data necessary to prepare the annual budget

This duty is performed in conjunction with a Budget Committee (appointed by the Select Board), the Finance Officer, other staff members, and representatives of town boards, committees and commissions. The CIP (Capital Investment Plan) as approved by the Select Board shall be utilized in the annual budget preparation.

The Town Manager shall also prepare and submit the annual capital program, and annual financial and administrative reports to the Select Board, and be responsible for the administration of the annual municipal budget and CIP (Capital Investment Plan) after their adoption.

13. Shall assist residents

The Select Board encourages this responsibility to be as proactive as possible. The Town Manager should individually and through his or her staff be aware of and respond to issues of concern among town residents. Maintaining a positive, open and caring attitude within the municipal offices is important.

14. May remove all persons whom the manager is authorized to appoint, for cause, after notice and hearing

Such actions may be grieved to Select Board with due notice.

Select Board/Town Manager Relationship

The employment relationship between the Select Board and the Town Manager honors the fact that the Town Manager is the chief administrative officer of the town. The Select Board and the Town Manager are a participatory team and the Select Board should avoid situations that can result in town staff being directed, intentionally or unintentionally, by one or more members of the Select Board. Both parties will adhere to the following access to information.

Individual Select Board members, as well as the Select Board as a whole, are permitted complete freedom of access to any public information requested of staff according to established public information request procedures or as support for regular and special Select Board meetings. The Town Manager or his/her designee will always pass critical information to all Select Board members and inform the Select Board when a critical or unusual event occurs about which the public might be concerned.

The Select Board recognizes the primary functions of staff as executing Select Board policy and

actions taken by the Select Board and in keeping the Select Board informed. The Select Board expects the Town Manager to not cause or allow any practice, activity, decision, or circumstance which is illegal, immoral, imprudent, or in violation of community accepted business and professional ethics. Staff is obligated to take guidance and direction only from the Town Manager or from the appropriate management supervisors, following guidance and direction from the Select Board as a whole to the Town Manager. Staff is directed to reject any attempts by individual members of the Select Board to direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

The Town Manager will make every effort to respond in a timely and professional manner to all information requests from individual Select Board members, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned through the direction of the full Select Board. If a request by an individual Select Board member is determined by the Town Manager to take more than 1/4 hour of staff time to complete, that request may be included as a request submitted by the Select Board on the formal Select Board agenda for full Select Board discussion.

Select Board members have a responsibility in this information flow as well. It is critical that they make extensive use of staff and committee reports and minutes. Select Board members should come to meetings prepared – having read item documents as well as any additional information or memoranda that includes an update on major projects or evolving issues. Additional information may be requested through the Town Manager, if necessary.

Any information, service-related needs, or policy positions perceived as necessary by individual Board members which cannot be fulfilled based on these guidelines should be scheduled for a Select Board meeting. If so directed by action of the Select Board, the Town Manager will proceed to complete the work within a Select Board-established timeline.

Regular communication between the Select Board and Town Manager is important in maintaining open communications. All dealings with the Town Manager, whether in public or private, should respect the responsibilities of the Town Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Town Manager.

The Town Manager must ensure that there is follow through and Select Board reporting on to-do items and on project status. The Town Manager will utilize a master project list and a to-do list as a means of quickly delegating, monitoring and reporting the status of projects. The Town Manager will expand this use of lists to his or her staff so that they can also quickly present updates on projects and their master to-do list.

The Select Board is to evaluate the Town Manager on a regular basis to ensure that both the Select Board and Town Manager are in agreement about performance and goals based on mutual trust and common objectives. Readfield Select Boards have utilized the following areas of performance when evaluating the Town Manager: Personal, Behavior Flexibility, Professional skills and status, Relations with members of the Select Board, Policy execution, Communication, Resident relations, Staffing, Supervision, Fiscal Management, Community and Overall performance.

As in any professional relationship, it is important that the Town Manager keep the Select Board informed. The Town Manager respects and is sensitive to the political responsibility of the Select Board and acknowledges that the final responsibility for establishing the policy direction of the town is held by the Select Board. The Town Manager communicates with the Select Board in various ways. In addition to what is spoken at the formal Select Board meetings there is a printed communication at each meeting detailing the topics discussed. There is also a biweekly meeting with the Chair and Vice-Chair to plan agendas and to become current with issues affecting the town. Scheduling information and agendas are disseminated via email. Every effort must be taken to ensure that all Select Board members are treated similarly and kept equally informed. It is equally important that the Select Board provide ongoing feedback, information and perceptions to the Town Manager including some response to written communication requesting feedback.

Town Manager's Code of Ethics

The Town Manager is subject to a professional code of ethics from his/her professional association. These standards appear in the appendix of this manual. It should be noted that this code binds the Town Manager to certain practices that are designed to ensure actions are in support of the town's best interests. Violations of such standards can result in censure by the professional association. This code is posted in the Town Manager's office and lobby area.

Conflict with Laws

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

Amendments

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

Appendix 1

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Subpart 3: MUNICIPAL AFFAIRS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Chapter 123: MUNICIPAL OFFICIALS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Subchapter 2: TOWN MANAGER PLAN HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

30-A §2636. POWERS AND DUTIES OF TOWN MANAGER

The town manager: [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Executive and administrative officer. Is the chief executive and administrative official of the town;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Administer offices. Is responsible to the selectmen for the administration of all departments and offices over which the selectmen have control;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Execute laws and ordinances. Shall execute all laws and ordinances of the town;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Department head. Shall serve in any office as the head of any department under the control of the selectmen when directed by the selectmen;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

5. Appoint department heads. Shall appoint, subject to confirmation by the selectmen, supervise and control the heads of departments under the control of the selectmen when the department is not headed by the town manager under subsection 4;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

6. Appoint town officials. Unless otherwise provided by town ordinance, shall appoint, supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants, except that the town manager may delegate this authority to a department head and report all appointments to the board of selectmen;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD);

1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

7. Purchasing agent. Shall act as purchasing agent for all departments, except the school department, provided that the town or the selectmen may require that all purchases greater than a designated amount must be submitted to sealed bid;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

8. Attend meetings of selectmen. Shall attend all meetings of the board of select board, and the town manager may attend meetings when the manager's removal is being considered;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

9. Make recommendations. Shall make recommendations to the board of selectmen for the more efficient operation of the town;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

10. Attend town meetings. Shall attend all town meetings and hearings;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

11. Inform of financial condition. Shall keep the board of selectmen and the residents of the town informed as to the town's financial condition;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

12. Collect data. Shall collect data necessary to prepare the budget;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

13. Assist residents. Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices; and

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

14. Remove appointments. Has exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the board of selectmen.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY
1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD).

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the First Special Session of the 124th Legislature, and is current through December 31, 2009, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

Appendix 2

ICMA Code of Ethics International City/County Management Association

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

Roles and Responsibilities of Readfield Town Manager *Approved by the Readfield Select Board on June 3, 2010; amended on August 30, 2010; amended on June 6, 2011; amended on January 13, 2014.*

Select Board for the Town of Readfield:

Sue Reay, Chair

P. Greg Durgin, Vice Chair

Valarie Pomerleau

Lawrence Dunn

Allen Curtis

Date Amended

#8

SELECT BOARD

ROLES & RESPONSIBILITIES

APPENDIX A

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended January 27, 2014.

Purpose of Select Board

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

Responsibilities of the Select Board fall into 4 general categories:

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

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

Makeup of Select Board

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

Election of Select Board members

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

Duties and Responsibilities of the Select Board

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

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

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

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

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

Duties and Responsibilities of Select Board Chair and Vice Chair

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

1. The Chair will conduct all meetings and workshops of the Select Board.
2. The Chair and Vice Chair, working with the Town Manager, will prepare an agenda for each Select Board meeting.
3. The Chair will maintain a schedule and preliminary agenda for all meetings and workshops to be conducted in his or her term. This will be used to help assure efficient use of the Select Board's time while conducting necessary town business.
4. The Chair and Vice Chair will routinely meet with the Town Manager to ensure that they stay current with town issues. This meeting will be no less frequently than bi-weekly, and may be combined with the task of setting the agenda for regular Select Board meetings.
5. The Chair, representing and with the approval of the whole Select Board, will communicate with the Town's legal counsel when the Select Board is seeking advice in the following: (a) issues that concern the Select Board's supervision of the Town Manager; or (b) issues that concern the Select Board at its role as an arbitrator between the Town Manager and other town employees. The Select Board, at its sole discretion and as legally applicable, may involve the Town Manager in the above discussion with counsel. The Chair will report back to the whole Select Board any advice given by legal counsel. All communication between the Chair and counsel will be posted in a publicly-available log which notes time, date, persons communicating, method of communication and general nature of the communication; however, specific advice will not be posted, as it will likely be considered privileged attorney-client

communication.

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

Access to Information

The Select Board may require access to recorded or historical information as it conducts town business. The Select Board (or individual members) will have complete access to any town information unless protected by law. Requests for any information should be made through the Town Manager, but can also be made to other appropriate town employees when delegated by the Town Manager. Requests for information that would require an undue amount of staff time (in excess of 1/4 hour) should be reconfirmed among the Select Board Chair, the requesting member and the Town Manager to see if the request can be narrowed. If, after consideration by this group, the information request is still considered by the Town Manager to be unduly difficult or time-consuming, the matter will be reconsidered by the full Select Board, whose decision will be binding. The Select Board and its individual members should structure requests so that they deal only with retrieval of documents and data, and so that such requests minimize the need for additional work. Select Board requests for opinions and recommendations on specific items will go through the Town Manager or his/her designee.

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

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

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

Procedural responsibilities of Select Board

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

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

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

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

Conflict with Laws

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

Amendments

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

Appendix A

ORIENTATION OF NEW SELECT BOARD MEMBERS

AFTER ELECTION:

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

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

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

Sign up and attend ASAP:

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

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

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

Read Town Ordinances:

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

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

Know the following Town Plans:

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

Meetings that can take place:

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

As time allows:

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

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

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

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

Additional comments:

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

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

Appendix B

Meeting Ground Rules

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

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

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

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

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

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

The Chair shall suggest substantive rules for each topic on the agenda and the Select Board will

agree or modify them at the beginning of each meeting. If the substance of a topic is expected to be open for any conversation, the topic will be listed as “Open”.

Code of Ethics for Public Participation Practitioners

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

Preamble

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

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

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

the decision makers, are in good faith.

10) SUPPORT OF THE PRACTICE: We will mentor new practitioners in the field and education decision makers and the public about the value and use of public participation.

Appendix C

Bylaws of the Select Board of the Town of Readfield adopted initially on 09/02/03 and as part of the Select Board Roles and Responsibilities on 06/03/10, amended July 6, 2011, and amended February 13, 2012, amended October 10, 2012, updated on Oct 21th, 2013 with all amended dates listed above, amended January 27, 2014

Section 1. Purpose and Scope

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

Section 2. Officers; Duties

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

Section 3. Meetings

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

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

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

regular meetings shall be as follows:

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

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

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

Section 4. Hearings

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

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

limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

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

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

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

Section 6. Decisions

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

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

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

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

Section 7. Conflict with Laws

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

Section 8. Waivers; Amendments

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

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended January 27, 2014.

Select Board for the Town of Readfield:

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Sue Reay, Chair

P. Greg Durgin, Vice-Chair

Signed this 27th day of January 2014

#9

FOAA POLICY UPDATES

2ND READING

9. FOAA policy updates: 2nd reading

Valarie Pomerleau did not provide the Town Office an updated version of the FOAA policy in time for inclusion in the packet for this meeting.

#10

**TOWN MANAGER
JOB DESCRIPTION**

Town Manager

Job Description

The Town of Readfield adopted the Town Manager form of Government at the March 18, 1967 in Article 22 and Article 23a was also adopted, stating that the Town Manager would also serve as Treasurer, Tax Collector, Road Commissioner and Overseer of the Poor (now most commonly referred to as Welfare Administrator).

Nature of Work

The Town Manager of Readfield is the Chief Administrative Officer of the town, under the direction of the Select Board. The Town Manager is responsible for directing all the town's business and supervises all of the town's employees with the exception of the Fire Chief. The Town Manager also serves as the Treasurer, Tax Collector, Road Commissioner, and Welfare Administrator and Transfer Station Manager. Work performance must be in accordance with the Maine Revised Statutes, local ordinances and town policies.

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Readfield under the direction of the Select Board in keeping with State and Federal laws, Town ordinances, and Town policies including the Roles and Responsibilities of the Readfield Town Manager.

The Manager is charged with the identification of service and policy needs of Readfield and has the responsibility for the development of the program or action directed by the Select Board to meet the identified needs of the community. The Manager shall act in such capacity as the Select Board may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and administration of the budget once it is approved. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees,

The Manager is charged with the responsibility of advising the Select Board and general public on the current status of affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between Readfield and other governmental agencies and between the various boards, committees and commissions that make up Readfield Town Government.

Scope of Work

This is responsible managerial, administrative and fiscal work in directing all aspects of the operation of the Town as well as the handling and accounting of Town Funds.

The Town Manager is responsible for the achievement of tangible results through people, so maintaining a high level of integrity is essential. Work involves planning, budgeting, problem solving and organizing with the authority to make decisions as well as delegate to others. The environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

Essential Duties and Responsibilities

- ❖ Maintains the administrative organization of the Town to ensure efficiency of operation;
- ❖ Oversees the expenditure and accounting of all monies of the Town;

- ❖ Executes all laws and ordinances of the Town;
- ❖ Annually prepares a proposed budget and work program for the Town to include recommendation and annual salaries for all Town employees and presents the proposed budget to the Select Board;
- ❖ Appoints, with Select Board approval, all department heads and supervises their performance on a day-to-day basis;
- ❖ As personnel officer for the Town, is directly involved in the hiring, evaluating performance of duties per their individual job descriptions, promoting, and disciplining of employees;
- ❖ Plans, directs and reviews all repair, maintenance, construction and reconstruction of Town roads and bridges, contracting for services when necessary;
- ❖ Acts as Welfare Administrator, in accordance with State Laws, assuring the security and confidentiality of all records and requests for Town assistance;
- ❖ Develops the annual tax commitment figures and presents them to the Select Board for approval;
- ❖ Reviews on an ongoing basis, the collection of municipal taxes and takes appropriate steps to assure and adequate revenue stream (cash flow) for the Town;
- ❖ Oversees and directs the overall operation of the Transfer Station to assure compliance with all environmental laws and regulations, efficiency of operation, and promoting maximum recycling, and contracting for services where required;
- ❖ Maintains a sound public relations posture between the Town and its citizens, the press and other state, federal and local government agencies;
- ❖ Acts as purchasing agent for all municipal departments, and oversees the bid process on major purchases;
- ❖ Identifies the service and policy needs of Readfield and brings them to the attention of the Select Board with recommendations for action;
- ❖ Keeps Town-owned buildings in good repair, and equipment maintained and replaced as needed;
- ❖ Works closely with the snow removal contractor to assure the safety of winter roads;
- ❖ Prepares an annual report of the previous year's activities for presentation to the Select Board and citizens of Readfield;
- ❖ Attends meetings of the Select Board, preparing its agendas, providing supporting documents and information pertinent to agenda items;
- ❖ Carries out the directives of the Select Board;
- ❖ Prepares federal and state grant requests and administers grant programs;
- ❖ Enforces municipal and state codes in conjunction with Code Enforcement Officer.

Requirements of Work

- Thorough knowledge of municipal management and community problem resolution;
- Thorough understanding of administrative organization, design and evaluation;
- Detailed, specialized and extensive knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting;
- Thorough knowledge of financial administration and the design of financial accounting and reporting system;
- Thorough knowledge of the theory and practice of public personnel administration
- Thorough knowledge of municipal government programs and decision-making processes;
- Knowledge of municipal waste management and recycling;
- Knowledge of municipal taxation including tax lien requirements;
- Knowledge of Maine municipal laws and rules;
- Knowledge of road construction and maintenance;
- Working knowledge of state and federal programs;
- Ability to communicate effectively orally and in writing;
- Ability to listen effectively to others;

- Ability to direct and supervise others and to delegate work effectively;
- Ability to organize and use time effectively;
- Ability to give and accept constructive criticism;
- Ability to remain poised and even tempered;
- Ability to effectively run meetings;
- Ability to react independently and without precedent in the face of a problem;
- Ability to react quickly to changing situations which may be physically taxing;
- Skill in resolving disputes while maintaining integrity.

Minimum Qualifications

Graduation from a four year college or university program in public administration or related field, and at least five years experience as chief administrative officer in a municipal government which provided and exercised/utilized the above listed knowledge, skills and abilities; or an equivalent combination of training and experience.

#11

NAMING POLICY

2ND READING

Town of Readfield

Naming of Municipally Owned Lands, Trails, Recreational Areas and Facilities Policy

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming of municipally-owned lands, trails, parks, recreational areas and facilities. All current names of municipally-owned lands, trails, parks, recreation areas and facilities shall remain unchanged unless or until renamed using the renaming procedure outlined in this policy.

Objectives:

Ensure that municipally-owned lands, trails, parks, recreational areas and facilities are easily identified and located.

Ensure that given names to public lands, trails, parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.

Encourage public participation in the naming, renaming and dedication of municipally-owned lands, trails, parks, recreation areas and facilities.

Encourage the donation of lands, parks, recreational areas or facilities, by individuals and/or groups.

Definition:

Municipally-owned lands, trails, parks, recreation areas and facilities – includes all property assets under the Town of Readfield's ownership or control including buildings, structures, open spaces, parks, trails, natural areas, wetlands, environmental habitat and public land.

Criteria:

The policy of the Town of Readfield is to name lands, trails, parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, town history, family ownership, etc.)
 - b. Natural features
 - c. A person (non-living) or place of historical or cultural significance
 - d. A person (non-living), group, or feature particularly identified with the land, trail, park, recreation area or facility.
2. The process to name municipally-owned lands, parks, recreation areas and facilities should begin within 12 months after the Town of Readfield has acquired title to the land and/or formally accepted the donation.
 3. Conditions of property donation as agreed upon by the donor and the town of Readfield shall be honored regarding the naming of the trails, parks, recreation areas and facilities subject to these adopted policies.
 4. Names that are similar to existing names of trails, parks, properties or facilities in the Town of Readfield should not be considered in order to minimize confusion.
 5. The Select Board of the Town of Readfield reserves the right to change the name of lands, trails, parks, recreation areas or facilities to maintain consistency with these policies.

Naming Procedure:

Naming of Municipally-owned Land, Trails, Parks, Recreation Areas and Facilities

- a. A request for naming of a municipally-owned land, trail, park, recreational area or facility shall be submitted in writing to the Select Board by application of any citizen or municipal standing committee of the Town of Readfield.
- b. A citizen or a municipal standing committee of the Town of Readfield submitting a naming request application should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application describe the contributions of the person or persons to the Town of Readfield. Written documentation by next of kin to be honored (if available/possible) is required as part of the proposal. Town Manager or staff shall review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Select Board. If the request is incomplete, Town Manager or staff shall contact the applicant in writing and provide the application with the opportunity to resubmit a revised application.

- c. The Town Manager shall forward the completed application to the Select Board for a public hearing and a final decision.
- d. The Select Board shall offer the opportunity for public input at a public hearing on the proposed naming application.
- e. The Select Board shall have final authority over the naming or renaming of municipally-owned lands, trails, parks, properties or facilities.

Renaming Procedure:

Renaming of Municipally-Owned Lands, Trails, Parks, Recreation Areas and Facilities

Renaming of municipally-owned lands, trails, parks, recreation areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a municipally-owned land, trail, park, Recreational area or facility shall be submitted in writing to the Select Board by any citizen or municipal standing committee of the Town of Readfield.
- b. The renaming application, shall include the proposed name change, the purpose of the change and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application shall describe the person or person's contributions to the Town of Readfield. Written documentation by next of kin to be honored (if available/possible) is required as part of the proposal application. The Town Manager or staff shall review the proposal for adherence to the stated criteria and authentication of statements relative to contribution(s) in the case of an individual before forwarding to the Select Board. If the request is incomplete, Town Manager or staff shall contact the applicant in writing and provide the applicant with the opportunity to resubmit a revised request.
- c. The Town Manager shall forward the completed application to the Select Board for a public hearing and a final decision.
- d. The Select Board shall offer the opportunity for public input at a public hearing on the proposed renaming application.
- e. The Select Board shall have final authority over the naming or renaming of municipally-owned lands, trails, parks, recreation areas or facilities.

#12

**KENNEBEC REGIONAL
DEVELOPMENT AUTHORITY
DIRECTOR**

12. Kennebec Regional Development Authority (KRDA) Director

KRDA Director Brad Jackson will attend the meeting to update the Board regarding the status of KRDA and FirstPark. The Town's representative to FirstPark, Steve Monsulick will also attend the meeting.

13. KVCOG Director, Rosie Vanadestine – has postponed her attendance until the next Select Board meeting on Feb. 10, 2014.

#13

KVCOG DIRECTOR

ROSIE VANADESTINE

#14

BUDGE GOALS

14. Budget goals

The Board will discuss goals for the upcoming budget process and possibly provide budget guidelines for the Town Manager, Budget Committee and all other Town boards, committees and commissions.

#15

SELECT BOARD

COMMUNICATIONS #2

15. Select Board communications #2

The Board received a memo from Board member Valarie Pomerleau addressing information provided in response to an FOAA request. The Board will consider Ms. Pomerleau's memo.

#16

**FEE SCHEDULE
REVIEW**

16. Fee schedule review

Please review the attached schedule of Town fees, noting the starred (*) items that the Select Board sets. The Board could review any of these fees, which have not changed in many years.



DOGS - STATE

REGULAR LICENSE
State: \$10.00 Town: \$1.00

SPAYED OR NEUTERED
State: \$3.00 Town: \$3.00

KENNEL LICENSE
State: \$30.00 Town: \$12.00

TRANSFER & REPLACEMENT
Town Fee: \$1.00

LATE FEES:
After Feb. 1: \$15.00
After Apr. 1: \$25.00



SNOWMOBILES - STATE

NEW REGISTRATION
State: \$33.00 Town: \$2.00

PLUS SALES TAX
RENEWAL REGISTRATION
State: \$33.00 Town: \$1.00



ATV's - STATE

NEW REGISTRATION
State: \$33.00 Town: \$2.00

PLUS SALES TAX
RENEWAL REGISTRATION
State: \$33.00 Town: \$1.00



BOATS - STATE

NEW REGISTRATION
UP TO 10 HSP: State \$10.00 Town \$2.00
11-50 HSP: State \$15.00 Town \$2.00
51 HSP - 115 HSP: State \$21.00 Town \$2.00
116 HSP & Higher: State \$29.00 Town \$2.00
Personal Watercraft: State \$29.00 Town \$2.00
Duplicate Boat Reg. \$1.00
Duplicate Boat Reg. & Sticker \$2.00
Boat Temp Transfer \$4.00

PLUS SALES TAX - STATE

RENEWAL REGISTRATIONS
UP TO 10 HSP: State \$10.00 Town \$1.00
11-50 HSP: State \$15.00 Town \$1.00
51 HSP - 115 HSP: State \$21.00 Town \$1.00
116 HSP & Higher: State \$29.00 Town \$1.00
Personal Watercraft: State \$29.00 Town \$1.00

EVERY BOAT FOR FRESH WATER GETS
Res. Preserve Maine Waters Sticker: State \$9.00
Town \$1.00
NR Preserve Maine Waters Sticker: State \$19.00
Town \$1.00

FEES



BEACH PASSES - Beach Trustees

RESIDENT PASSES: \$35.00 After June 15th \$40.00
NON RESIDENT: \$50.00



VITAL RECORDS - STATE LAW

CERTIFIED COPIES OF VITALS: \$15.00
MARRIAGE LICENSE: \$15.00 PER PERSON
\$30.00 PER COUPLE
DEATH CERT. FOR FUNERAL HOMES:
\$18.00 + \$6.00 each add'l. copy



VOTER LIST - STATE LAW

COMPLETE: \$75.00
EACH PARTY: \$25.00
MAILING LABELS: \$100.00

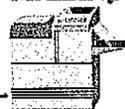
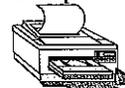


PHOTO COPIES - Select Board

8.5 X 11: .50 per page
11 X 17: 1.00 per page
Complete set of Tax Maps: \$50.00



FAXES - Select Board

Received: \$1.00
Sent: \$2.00 for 1st page, \$1.00 each add'l.



LAND USE ORDINANCE - Select Board

Per Copy: \$8.00 (+\$2.00 color copy)
By Mail: \$8.53
Comprehensive Plan: \$3.00
Free on Readfield Town Web Site Readfield.govoffice.com



COMMITMENT BOOK - Select Board

Complete: \$200.00
Custom:
Name-Loca-M/L \$50.00
Name-Addr-Loca \$75.00
Name-M/L-Asses \$50.00
Name-M/L-Asses-B/P \$75.00
Name-M/L-Loca \$50.00



RETURNED CHECKS - Select Board

There will be a \$25.00 fee on all returned checks. After second time you will need to bring cash, money order or bank check to do business.

Disc for S.B meetings - Select Board
\$10.00

#17

OTHER

(IF NEEDED)

17. Other (if needed)

The Board could add more items to the agenda, if needed.

#18

**MEMBERS OF THE PUBLIC
MAY ADDRESS THE
SELECT BOARD ON
ANY TOPIC**

Public Communications

18. Members of the public may address the Select Board according to the Board's public communications policy.

#19

EXECUTIVE SESSION

(Possibly for Town Manager

contract negotiations

and/or personnel issue