

**Readfield Select Board
Regular Meeting
Agenda**

February 10, 2014

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

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of January 27 and 30, and February 3, 2014 – 5 minutes
2. **Warrant: 18** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments – None pending

Unfinished Business:

6. Town Manager Roles & Responsibilities update: final reading – 5 minutes
7. Select Board Roles & Responsibilities w/Appendix A: final reading – 5 minutes
8. FOAA policy updates: final reading – 5 minutes
9. Town Manager Job Description: final reading – 5 minutes
10. Naming Policy: final reading – 5 minutes
11. Fee schedule review – 10 minutes
12. Public Works data & analysis: Val Pomerleau – 10 minutes

New Business:

13. KVCOG Director, Rosie Vanadestine – 15 minutes
14. Legal services RFP: first draft – 10 minutes
15. Job description updates: first drafts – 15 minutes
16. Quarterly objectives – 10 minutes
17. Road Commissioner duties – 5 minutes
18. Budget process update – 10 minutes
19. Other (if needed)

Public Communications – 15 minutes

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

Adjournment

#1

Minutes

Readfield Select Board
Regular Meeting Minutes January 27, 2014 - Unapproved

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Larry Dunn.
Others attending: Shannon Gould (PEG TV), Stefan Pakulski (Town Manager), Bill Brown, Grace Keene, John Stanley, Tom Dunham, Milton Wright, Pete Davis, Deb Doten, Lenny Reay, Pamela Glidden, David Glidden, Pam Osborn, Brad Jackson, Sandra Rourke, Stephen Monsulick and David Hepfner.

The meeting was called to order at 6:35 pm by Sue Reay, Chair. The Pledge of Allegiance was made.

(1) Minutes:

- **Motion** by Ms. Pomerleau to approve the minutes of 01/13/2014 as amended, **second** Mr. Durgin; **vote** 5-0-0.
- **Motion** by Mr. Curtis to approve the minutes of 01/21/2014 as written, **second** Ms. Pomerleau; **vote** 4-0-1 (Mrs. Reay abstained due to absence).

(2) Fire Station Emergency Capital Improvements: The fire station generator was installed earlier today due to safety concerns with the cold weather. It is a replacement for the broken 1992 unit. Fire Chief Lee Mank authorized the installation. There was a discussion about the purchasing policy.

Motion by Mrs. Reay to retroactively waive the purchasing policy and pay the \$7,090 bill from Mid Maine Generator for installation at the fire station and to use funds in the fire station capital reserve fund, **second** by Mr. Durgin; **vote** 5-0-0.

(3) Warrant: The warrant was reviewed by Ms. Pomerleau. Lenny Reay asked about the bill from Audettes in the amount of \$128.25. **Motion** by Mr. Durgin to accept warrant #17 in the amount of \$64,360.14, **second** Mr. Curtis; **vote** 5-0-0.

(4) Select Board communications:

- Mr. Curtis summarized his 01/23/2014 memo about the RSU budget meeting which was included in the packet. There was a discussion.
- Mrs. Reay gave a reminder about upcoming meetings.
- Ms. Pomerleau read a statement she prepared about employee insurance and benefits and submitted the written document for the record.
- Mrs. Reay led a discussion about line items in the budget. She said if anyone wants additional line items added they need to attend budget meetings.
- Deb Doten addressed Ms. Pomerleau regarding the employee health benefits. She also said in regard to the cemetery RFP the committee still has not determined if it will save money.

(12) (Out of order) Kennebec Regional Development Authority (KRDA) Director: Brad Jackson from KRDA distributed a First Park informational document and gave a presentation. Steve Monsulick was also in attendance. There was a question and answer session.

(5) Town Manager: Mr. Pakulski provided a list of updates in his report as well as a spreadsheet breakdown for road reconstruction expenses from last fall. He is also in the process of checking references for an IT service support applicant. Ms. Pomerleau asked about the remaining balance on the road reconstruction bond. Mr. Curtis asked when the Board will discuss this as a group as he will create a guideline to work with. Pete Davis invited Mr. Curtis to attend the road committee meeting on 02/12/2014. Mr. Curtis said his goal is to improve the process. Mrs. Reay requested Mr. Curtis meet with the road committee and report back to the Board. Tom Dunham referenced the spreadsheet and said there was not enough detail. Mrs. Reay clarified the detail is broken down in invoices that have been paid. Mrs. Reay said the Board has spoken with MMA regarding road commissioner duties and it is up to the board how much detail the road commissioner provides. Mr. Pakulski said every penny that has been spent on roadwork has been put through a detailed public review process. Lenny Reay asked if the board would put out a detailed spreadsheet for roadwork for the taxpayers to review. Mr. Curtis asked Lenny and Tom to give him in writing specifically what they are asking for.

(6) Boards, Committees, Commissions & Departments: Mrs. Reay thanked the cemetery committee for their minutes.

(7) Town Manager Roles & Responsibilities update – final reading: Edits were made. A final reading will be held on 02/10/2014.

(8) Select Board Roles & Responsibilities Appendix A – 2nd reading: Edits were made. A final reading will be held on 02/10/2014.

(9) FOAA policy updates – 2nd reading: Edits were made. A final reading will be held on 02/10/2014.

(10) Town Manager Job Description – 2nd reading: Edits were made. A final reading will be held on 02/10/2014.

(11) Naming Policy – 2nd reading: Edits were made. A final reading will be held on 02/10/2014.

(14) Budget goals: Mr. Curtis suggested setting a goal of either a zero tax increase or a decrease of 5%. He said if the school budget increases, he would like the town budget to go down accordingly. He suggested reviewing all expenditures to determine what is essential or not.

(15) Select Board communications #2: There was a discussion about public works records in relation to FOAA requests. The detail of available information and the purpose of revisiting public works issues was also discussed.

Motion by Mr. Durgin to extend the meeting until 9:15 pm, **second** Mr. Dunn; **vote** 4-1-0 (Mrs. Reay opposed). The discussion continued. Tom Dunham commented he is requesting accurate detailed data. Mr. Durgin said public works is over, it has been disbanded and was voted down. Mrs. Reay requested further discussion be tabled.

(16) Fee schedule review: Ms. Pomerleau said most of the towns she found charge 25 cents. Mr. Curtis reviewed the charges.

Motion by Mr. Durgin to extend the meeting until 9:30 pm, **second** Mr. Curtis; **vote** 4-1-0 (Mrs. Reay opposed).

Mrs. Reay requested Board members provide recommendations for copy charges at the next meeting.

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

- Pam Glidden referenced a private resident survey with 153 signatures collected; they do not support the renewal of the Town Manager's contract.
- Dave Hepfner said he is disappointed about how tax money is spent and said there has to be significant changes in attitudes and policies. He said all financial problems in town are related to the RSU.
- Tom Dunham asked about the Board's interpretation of the FOAA policy and fee schedule.
- Mr. Curtis encouraged residents to let their opinions be known at school board meetings.
- Peter Davis gave a reminder about the rabies clinic on 01/29/2014.
- Deb Doten said the roads are looking good. She thinks the school district is working hard to cut back. She agreed with Mr. Dunn and Mr. Durgin in wanting the public works discussions to be done. Mrs. Reay stated she is done with public works, too.

Motion by Mrs. Reay to enter into executive session for personnel matter pursuant to Title 1 MRSA Sec. 405(6)A and invite the Town Manager to attend, **second** Mr. Curtis; **vote** 5-0-0. The board entered into executive session at 9:30 pm.

Recorded by Deborah Nichols

The Board exited executive session at 10:25 pm and reconvened in open session. **Motion** by Mr. Durgin, **second** by Mr. Curtis to enter into executive session at 10:25 pm pursuant to Title 1 MRSA Sec. 405(6)A for contract negotiations and to invite the Town Manager to attend; Mrs. Reay recused herself from the session. **Vote** 4-0-0. The Board exited at 12:12 am on 01/28/2014. With no further action before the Board, Mr. Durgin adjourned the meeting at 12:13 am.

Recorded by Stefan Pakulski

**Readfield Select Board
Special Meeting Minutes January 30, 2014**

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; Robin Lint (Town Clerk), Deborah Nichols (Collections Clerk), Teresa Shaw (Finance Officer), and Chuck Shaw.

Meeting called to order by Vice Chair, Greg Durgin at 5:35 PM.

Motion by Mr. Durgin, **second** by Mr. Dunn, to enter executive session pursuant to Title 1 MRSA, section 405 6 A for contract negotiations with the Town Manager invited to attend.

Vote: 4 – 0.

The Board entered executive session at 5:36 PM.

The Board left executive session at 6:21 PM and reconvened in open session.

Robin Lint, Deborah Nichols, Teresa Shaw, Chuck Shaw, and Sue Reay joined the meeting.

Motion by Mr. Durgin, **second** by Mr. Dunn, to award a contract to the Town Manager according to a version approved by the Town's legal counsel for a period from February 1, 2014 through July 31, 2015. **Vote:** 3 – 1 (Pomerleau)

Mr. Durgin recessed the meeting to reconvene on the second floor with the Budget Committee at 6:30 PM to review the Town's Capital Improvements Plan (CIP). Mrs. Reay joined this meeting along with the Town Manager, the Finance Officer, and Mr. Shaw.

Following discussions with the Budget Committee at 8:50 PM, Mrs. Reay and other members of the public left the meeting. Mr. Durgin then asked the remaining Select Board members to agree on a date for another special meeting. The Board agreed to meet at 6:30 PM on Monday, February 3, 2014 in executive session to consider a complaint.

Mr. Durgin adjourned the meeting without further action at 9:00 PM.

Recorded by Stefan Pakulski

SB special meeting minutes 01-30-14

Unapproved

**Readfield Select Board
Special Meeting Minutes February 3, 2014**

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); Lenny Reay III.

Meeting called to order by Vice Chair, Greg Durgin at 6:30 PM.

Motion by Mr. Durgin, **second** by Mr. Curtis, to enter executive session pursuant to Title 1 MRSA, section 405 6 A to hear a complaint of a personnel matter with the Town Manager and Mr. Reay invited to attend. **Vote:** 4 – 0.

The Board entered executive session at 6:32 PM.

The Board left executive session at 8:59 PM and reconvened in open session.

Mr. Durgin adjourned the meeting without further action at 9:00 PM.

Recorded by Stefan Pakulski

#2

**Warrant
Presented
at Meeting**

#3

Select Board

3. Select Board communications

Sue Reay will provide a summary of a debriefing meeting on the December ice storm and the icing on Jan. 19, 2014. This meeting was attended by the Select Board Chair, Fire Chief, Town Manager, and Head of Maintenance.

There will be a special Select Board meeting at the Town Office at 6:30 PM on Tuesday, February 11, 2014 for an executive session on a personnel matter.

Other Select Board members may share additional communication items.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

PAUL R. LEPAGE
GOVERNOR

RECEIVED
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

WALTER E. WHITCOMB
COMMISSIONER

January 15, 2014

JAN 17 2014

To: Town of Manchester, Town of Readfield, Town of Mount Vernon, Town of Rome, Town of Smithfield,
Town of Oakland, Town of Sidney, Kennebec Valley Council of Governments, State Agency
Comprehensive Plan Reviewers

This letter is to inform you that the Town of Belgrade has submitted its comprehensive plan to the Department of Agriculture, Conservation and Forestry for review for consistency with the Growth Management Act. As required by law, the Department is notifying all abutting municipalities, relevant state agencies and Belgrade's regional planning organization of this submission in order to provide an opportunity for review and comment. The plan may be viewed at the Belgrade Town Office or on-line at:

http://www.maine.gov/dacf/municipalplanning/comp_plans/index.shtml

Written comments will be accepted by the Department through 2/19/2014. Please send comments to:

Phil Carey, Senior Planner
Municipal Planning Assistance Program
Dept. of Agriculture, Conservation & Forestry - OR - phil.carey@maine.gov
22 State House Station
Augusta, Maine 04333-0022

The plan will be reviewed under the Comprehensive Plan Criteria Rule (07-105 CMR 208). The Department will review all comments and issue a Notification of Completeness by 3/5/2014. A Notification of Completeness means that portions of the plan other than the Future Land Use Plan have been accepted by the Department as consistent with the Act. If the plan is found to be complete, the Department will conclude its review of the Future Land Use Plan for consistency and issue a written finding on the entire plan's consistency with the Growth Management Act no later than ten business days after the date of the Notification of Completeness.

If you have questions about the review process please call me at 207-624-6216 or e-mail me at phil.carey@maine.gov.

Sincerely,

Phil Carey
Senior Planner

Cc: Elizabeth Hertz, Director, DACF Municipal Planning Assistance Program

PHONE: 207 287-3860

18 ELKINS LANE, HARLOW BUILDING
www.maine.gov/acf

FAX: 207 287-7439

PO Box 16
Readfield, ME 04355
February 3, 2014

Sue M. Reay, Chair
Readfield Select Board
8 Old Kents Hill Road
Readfield, ME 04355

Dear Sue:

Thanks for your letter of January 18, 2014 referencing my letter to you of November 27, 2013 which attempts to clarify the words "allow all volunteers a chance to join."

This letter is in regards to another issue contained in your January 18, 2014 letter in which you indicated that you had contacted Karen Barton concerning her involvement on the Trails Committee and that Karen had attended "some" meetings since November. Ms. Barton attended her first and only Trails Committee meeting on November 26, 2013. The next scheduled Trails Committee meeting was scheduled for Christmas Eve, December 24, 2013, and the Committee voted that this scheduled meeting should be canceled, and it was canceled. The next scheduled Committee meeting was January 28, 2014. Ms. Barton informed me by e-mail that she and her husband had the flu and would not be able to attend (I read the e-mail the next morning). Consequently, Ms. Barton has not attended "some" or any Trails Committee meetings for there haven't been any Trails Committee meetings held between November 26, 2013 and January 28, 2014; however, there was a meeting of a legislative subcommittee on discontinued and abandoned roads of the State and Local Government Committee that was held on December 13, 2013, that Ms. Barton did attend, as did I. Attendance at this legislative subcommittee meeting was not a function of the Trails Committee. There was a further work session/hearing of the entire State and Local Government Committee on January 13, 2014 to discuss LD 1177 on discontinued and abandoned roads that I attended. Ms. Barton did not attend that committee work session/hearing.

Sue M. Reay
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February 3, 2014

Ms. Barton spoke at the legislative subcommittee hearing on December 13 and in her remarks asked the subcommittee to make any proposed changes to discontinued and abandoned roads retroactive. At that point Rep. Jethro Pease interrupted Ms. Barton and made the comment that the work of the subcommittee would be "forward moving" and its work would not be "retroactive". Ms. Barton shortly finished her remarks and sat down. But after the adjournment of the subcommittee, Ms. Barton approached me and stated that she would like to have a "one on one" meeting with me and "no one else, just the two of us," and that she would like to discuss a "compromise". I didn't have my calendar with my daily schedule with me and deferred committing to such a meeting, but upon my return home I immediately contacted the Vice Chair of the Trails Committee who gave me his blessing for such a one on one meeting. I then contacted Ms. Barton via e-mail and suggested three dates later in December for a meeting at any time during those days. And then not a word from Ms. Barton until the three dates had passed. Subsequently I got an e-mail from her indicating that she hadn't been paying attention to her e-mails and she was busy doing something for the Theater at Monmouth. I then sent Ms. Barton via e-mail several additional dates for a meeting in January. Again, there has been no communication from her and the dates have passed. At this time I am uncertain what Ms. Barton wants to discuss as a compromise, if anything. Perhaps as your letter states that it is Ms. Barton's "perception" and not mine that we are working things out between us.

Perception or not, when Ms. Barton attended her only Trails Committee meeting in November, I shared with the Committee members my letter to you and your response to her and her husband regarding Ms. Barton's zero involvement in Trails Committee activities including her non-attendance at meetings over the four or five months since her appointment. When I asked her if she wanted to comment on these letters during the meeting, she stated that she was "uncomfortable" with me. So much for what I think is misplaced "perception".

In Ms. Barton's e-mail indicating that she and her husband had the flu and would be unable to attend the scheduled Trails Committee January 28 meeting, I quote part of her message: "On a side note, I am still interested in speaking with you privately before plans move forward in attempt to compromise. Should you wish to do so please contact me with a proposed date." After I reported to the Trails Committee at its January 28 meeting about Ms. Barton's request for a one on one meeting and whatever she is thinking about for a "compromise" and before I read her e-mail message the next morning, the Trails Committee voted not to allow for a one on one meeting at all and that there would have to be at least one other Trails Committee member in attendance with me at any meeting with Ms. Barton. The construction of the Morrill Road trail for budget purposes was on the January 28 Trails Committee agenda. Ms. Barton's e-mail states, "We had truly hoped to join in the discussion this evening..." The Bartons have a conflict of interest as Trails Committee members as the abutting property owners for a trail on the discontinued section of the Morrill Road and must recuse themselves. As I attempted to make clear in my remarks to the Select Board at the Bartons second and successful attempt to be appointed to the Trails Committee and after Ms. Barton indicated that she would "recuse" herself and not vote regarding a proposed trail on the discontinued section of the Morrill Road

Sue M. Reay, Chair
Page 3
February 3, 2014

if voted onto the Trails Committee, I followed her to the microphone and informed the Select Board that recuse has two parts to it—not to vote and not to discuss the issue where there is a conflict of interest. So as Chair I would rule that Ms. Barton cannot discuss a trail at all on the Morrill Road where she owns abutting property because of her conflict of interest let alone vote on any motion regarding it.

I do applaud the Select Board in wanting citizens to have a “chance” to have an opportunity to serve on a standing committee, but there are legitimate reasons including conflict of interest why certain candidates for membership on certain committees should not be voted onto those committees.

Very truly yours,

A handwritten signature in cursive script that reads "Milt".

Milton R. Wright, Chair
Trails Committee

Enclosure: E-mail sent to Karen and Rick Barton dated January 30, 2014

Select Board
Town Manager
Town Clerk
Karen and Rick Barton
Standing Committee Chairs

Milt Wright

From: "Milt Wright" <baxterpk39@myfairpoint.net>
Date: Thursday, January 30, 2014 5:22 AM
To: "Karen Barton" <handcrafted@mothermabels.com>; "Rick Barton" <rick@mothermabels.com>
Cc: "Romaine M. Turyn" <Romainem@gwi.net>; "Gary Keilty" <tykel@myfairpoint.net>; "Ann Keilty" <tykel@myfairpoint.net>; "Rob Peale" <robnpeale@hotmail.com>; "Hank Laidlaw" <laidlawhb@roadrunner.com>; "Nancy Buker" <ladybugicp@yahoo.com>; "Karen Peterson" <readfieldfd@roadrunner.com>; "Jeanne Harris" <jcharris51@yahoo.com>; "Bob Harris" <jcharris51@yahoo.com>; "Lydia Adelson" <lydnag@roadrunner.com>; "Milt Wright" <BaxterPk39@myfairpoint.net>
Subject: Response to Your e-mail of January 28, 2014

Karen and Rick:

Yes, you missed the Trails Committee meeting of January 28, 2014. At that meeting I shared with the Committee Karen's request for a "one on one" with "no one else present" meeting with me to talk about a "compromise". I also reported that I contacted the Vice Chair of the Committee after Karen's offer and got his approval for such a meeting. I then proposed by e-mail some dates in late December for the meeting with Karen. No response from Karen until early January. I then proposed some additional dates for such a meeting in January. No response from Karen until the e-mail dated January 28, 2014 that I read on January 29, 2014 in which she states, "I am still interested in speaking with you privately before plans move forward in attempt to compromise. Should you wish to do so please contact me with a proposed date." The Trails Committee at its January 28 meeting and without my having seen Karen's e-mail adopted a motion to the effect that I could meet with Karen Barton but that I would need to have a second committee member with me (other than Karen Barton). So a one on one meeting is no longer possible. For your information, I have obligations all of the next two weeks on a daily basis, but beginning the week of February 17 – 21, I am at the moment "free" each day at any time of the day. I would suggest any meeting to discuss a compromise be held at the Town Office. At this moment I have not asked another Trails Committee member to join me as I am not sure of the date or time and the availability of the other person or whether the conditions of such a meeting are acceptable to you. If none of these arrangements are acceptable to you, then a meeting to discuss a "compromise" cannot occur.

On another related matter, your e-mail states that "We had hoped to join in the discussion this evening and are disappointed illness is preventing it." I know that at the time that you reapplied to the Select Board to be members of the Trails Committee in July that Karen stated that she would "recuse" herself in voting on matters involving a trail on the Morrill Road (because of a conflict of interest). When I spoke at the same Select Board meeting, I indicated that recuse has two prongs to it: refrain from voting and refrain from speaking at all on the issue. So I went to Black's Law Dictionary and looked up the word recuse and this is what I found: "Removal of oneself as judge or policy-maker in a particular matter, esp. because of a conflict of interest." Since the Trails Committee operates under Roberts Rules of Order, I would rule Karen out of order because of a conflict of interest if she attempted to "discuss" a trail on the Morrill Road at a Trails Committee meeting as you are members of the Committee and have a conflict of interest. On the other hand, if you were not members of the Trails Committee, then your speaking to the issue of a trail on the Morrill Road as a citizen of the community might be allowed and there is no issue of recusal. The decision as to whether you remain members of the Trails Committee is your decision to make.

If the conditions of a meeting with me and another member of the Trails Committee in attendance is acceptable to you and a date and time can be arranged, then contact me with your decision and a proposed date and time. Next week I will be out contact with any internet coverage and have no ability to receive or send messages.

Milt Wright, Chair
Trails Committee

#4

Town Manager

4. Town Manager

Recent activities and updates of on-going tasks since the last Select Board meeting, in addition to regular duties:

Budget process: The Town Manager continues to work with employees and committees to develop a budget proposal for the next fiscal year.

Joint SB-Budget Committee meeting: The Town Manager prepared for and attended this meeting on Jan. 30, 2014 to review and update the Town's Capital Improvements Plan (CIP) for use in the budget process.

Cemetery Committee: The Town Manager met with the Cemetery Committee on Feb. 3, 2014 to review a possible budget proposal.

KVCOG planning assistance: The Planning Board Chair and Town Manager are discussing how to hire a KVCOG planner to assist with developing language for a new wind tower ordinance.

Legal contacts: The Town Manager had several contacts with MMA legal services and the Town's attorney on different subjects.

Special meetings: The Town Manager attended two separate special Select Board meetings related to contract negotiations and a personnel matter.

Bank of Maine meeting: The Town Manager will meet with Anita Nored of the Bank of Maine on February 11, 2014 to explore options for the bank building, following the closing of the branch in January. The Select Board Chair and Vice Chair may also attend the meeting, along with the Code Enforcement Officer.

Resident meetings: The Town Manager met with many residents over the past two weeks to talk about or assist with a variety of issues.

New IT support services consultant: Zach Stewart of Central Maine Technology has begun IT support services for the Town. Zach has conducted an inventory of the Town's computer equipment and software, and has started maintenance duties along with development of recommendations for improvements.

Regional meeting request: The Town Manager received the following message from the Fayette Town Manager:

"Hello: Any interest in having a joint BOS meeting in late March similar to what we did in Fayette with Peter Vigue last April ?? The focus could be Revenue Sharing and Natural Gas. Your thoughts \?"

Mark Robinson, Town Manager
Town of Fayette

TWO TREES



RECEIVED

JAN 23 2014

January 26, 2014

I have enclosed several items for you to review in regard to timber harvesting on your property in 2013.

- IRS form 1099-S. This reports the gross income that we received on your behalf.
- 2013 harvest summary. This details what volume, value, and costs you gained or incurred during the year. All listed income is reportable to the IRS, though it rarely is entirely taxable. Determining the taxable portion of the income may require some homework relating to your property acquisition costs and values, though we can help if needed. Generally all this year's sale marking, layout, supervision, administration, and any forest management planning costs are deductible against the reported gross income. However, costs such as the cutting and yarding firewood by the contractor for your use and excavation costs needed to shape roads may not be deducted from this year's income.
- Copy of 2013 Landowner Report. Each year the Maine Forest Service gathers confidential price and harvest volume information from landowners who harvest in each given year. On your behalf, we completed and submitted your report to the MFS. The enclosed is a copy for your records.

Please don't hesitate to call if you have any questions.

Sincerely,

Harold Burnett

167 MAIN ST. #2A
P.O. BOX 356
WINTHROP
MAINE 04364
TEL: 207-377-7196
FAX: 207-377-7198

www.twotreesforestry.com

TWO TREES



FORESTRY

READFIELD TOWN FOREST 2013 TIMBER SALE

Readfield, Maine

Contractor: Central Maine Logging of West Paris, Maine

Statement #
Date

Sale Summary

STUMPAGE	Price	Volume	Value
SAWLOGS	\$/MBF	MBF	
White pine - grade	\$ 200.00	10.400	\$ 2,080.00
White pine - pallet	\$ 50.00	0.605	\$ 30.25
White ash	\$ 200.00	1.590	\$ 318.00
Pallet	\$ -	2.495	\$ 623.75
CORDWOOD	\$/cord	cords	
Firewood	\$ 25.00	18.00	\$ 450.00
BIOMASS	\$/ton	tons	
Fuel chips	\$ 5.00	198.47	\$ 992.35
GROSS STUMPAGE			<u>\$ 4,494.35</u>

CHARGES	Rate	
LABOR	% of gross	
Administration, marking, and supervision	18%	\$ 808.98
TOTAL CURRENT CHARGES		<u>\$ 808.98</u>

TOTALS	
GROSS STUMPAGE	\$ 4,494.35
LESS EXCAVATION	\$ (750.00)
LESS CHARGES	\$ (808.98)
NET STUMPAGE	<u>\$ 2,935.37</u>

167 MAIN ST. #2A
P.O. BOX 356
WINTHROP
MAINE 04364
TEL: 207-377-7196
FAX: 207-377-7198

2013 Landowner Report-Short Form

CONFIDENTIAL REPORT OF TIMBER HARVEST

pursuant to 12MRS c805, sub-c 5.
printed under appropriation # 010-01A-8420-81-4829

Department of Agriculture, Conservation and Forestry, Maine Forest Service
22 State House Station, Augusta, Maine 04333 (207) 287-2791 or in-state 1-800-367-0223

Notification #: 456719



TWO TREES FORESTRY
PO BOX 356
WINTHROP, ME 04364

LAND OWNER: TOWN OF READFIELD
HARVEST TOWN: READFIELD

This REPORT is for the NOTIFICATION NUMBER listed at left only. Do not combine information for more than one notification on this report.

If you did not harvest in 2013, just answer the question in Section A. Certification, sign in Section C, and return. Then you are finished!

- WHO COMPLETES THIS FORM? Landowners (or their designated agent) who filed a Forest Operations Notification form for harvesting during calendar year 2013. This information is required under authority of 12 MRS, Chapter 805, sub-Chapter 5.
- NEED ASSISTANCE? For more information or assistance with this form, contact the Maine Forest Service at (207) 287-2791, in-state 1-800-367-0223, or email forestinfo@maine.gov.

READ ENCLOSED INSTRUCTIONS FIRST

Mail no later than January 31, 2014 to Maine Forest Service, 22 State House Station, Augusta, ME 04333

A. Certification: [check Yes or No] Please answer both questions below.

1. My property was harvested during calendar year 2013. Yes No
2. This harvest is complete. Please close out this notification. Yes No

B. Method of Payment or Type of Sale:

(Check the appropriate one below and complete the sections of this form.)

- Landowner did not cut the trees but received payment for them. Complete all sections of this report.
- Landowner cut the trees. Complete all sections of this report.
- There was a harvest, but no wood was sold. Complete all sections of this report.
- Other _____ Complete all sections of this report.

C. Signature:

I hereby certify that the information contained herein is accurate and complete to the best of my knowledge.

SIGNATURE (Landowner or designated agent): Harold Bennett

Date: 1/26/14

My daytime phone #: () 312-7196

Reports without signatures will be returned.

Section D. Ownership Information	Section E. Harvest Information DO NOT REPORT THE SAME HARVEST ACRES IN MORE THAN ONE PLACE BELOW.	
<p>Acreage Class</p> <p>Total forestland acres you own in Maine</p> <p><input type="checkbox"/> 1-100 acres</p> <p><input checked="" type="checkbox"/> 101-1,000 acres</p> <p><input type="checkbox"/> 1,001-100,000 acres</p> <p><input type="checkbox"/> 100,001+ acres</p>	Harvest Type	# of Acres Cut
<p>Ownership Type</p> <p><input type="checkbox"/> Forest Industry Land</p> <p><input type="checkbox"/> Institutional Investor Timberlands</p> <p><input type="checkbox"/> Non-Industrial Land (Private woodlot)</p> <p><input checked="" type="checkbox"/> Other Forest Land (Govt, etc.)</p>	Partial Cut Harvest:	8
<p>Section F. Harvest Involvement</p>	Shelterwood Harvest	
		Initial/Intermediate:
<p>1. I have a written management plan for this property. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	Final/Overstory Removal:	
<p>2. A Maine Licensed Forester managed this harvest. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Forester's Name: <i>Harold Bennett</i></p>	Change of land use acres:	
<p>3. This forestland is certified by Forest Stewardship Council, Sustainable Forestry Initiative, American Tree Farm System, or Scientific Certification Systems. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	Land changed to: (i.e. woodlands changed to pasture, houselot, etc.)	
<p>Logger's Name (required): <i>Central Maine Logging</i></p>	Clear-cut Harvest(s):	
<p>Logger's Address: <i>W. Paris, ME</i></p>		List all acres of individual clear-cut(s) created in spaces to the right.
<p>If any of the forest products from this harvest were exported (if known) outside of Maine or sold to a broker for export, please provide the name and address of the exporter or broker:</p> <p>Name & Address: <i>Harold Bennett</i></p>	Use additional paper if necessary to list all clearcuts.	
	Section G. Non-harvest Information	
	Herbicide Treatments	
	Acres Site Preparation	Acres Release
	Non-commercial Thinning Acres not reported in Section E.	
Acres of Non-Commercial Activities (i.e. thinning, weeding)		
Tree Planting		
Species of Trees Planted	Acres Planted by Species	
<i>100% Fir</i>		

#5

**Boards,
Committees,
Commissions
& Departments**

#6

TM Roles &

Responsibilities

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 February 10, 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 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).

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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 February 10, 2014.*

Select Board for the Town of Readfield:

Sue Reay, Chair

P. Greg Durgin, Vice Chair

Valarie Pomerleau

Lawrence Dunn

Allen Curtis

Date Amended

#7

SB Roles &

Responsibilities

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

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 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 Manual
- Become familiar with Town website: www.readfield.govoffice.com/
- Walk the Trail system
- Tour the Transfer Station

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

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

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

Miscellaneous:

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

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

Appendix B

Meeting Ground Rules

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

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

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

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

- 1) 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 February 10, 2014.

Select Board for the Town of Readfield:

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Sue Reay, Chair

P. Greg Durgin, Vice-Chair

Signed this 10th day of February 2014

#8

FOAA Policy

updates

**TOWN OF READFIELD, MAINE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS
UNDER THE MAINE FREEDOM OF ACCESS ACT**

1. SUMMARY AND PURPOSE

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-412. The purpose of these rules are to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

2. DEFINITIONS

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

“FOAA” means Freedom of Access Act.

“Requestor” means person who submits a request for public records under the provisions of the FOAA.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS

Written requests for public records are requested to be submitted to the Town Clerk, who is appointed as the Town Public Access Officer at the following addresses:

Town Clerk
Readfield Town Office
8 Old Kents Hill Rd.
Readfield, Maine
04355

OR:

readfield.clerk@roadrunner.com

Written or oral requests submitted to Town Officials or Town employees other than the Town Clerk will be referred to the Town Public Access Officer for processing and response. The public access officer will confer with the Town Manager as needed regarding any information request. The public access officer shall be responsible for ensuring that each records request is acknowledged and that an estimate of the response time is provided, but a request must be acknowledged and responded to

regardless of whether it was delivered or directed to the public access officer. Also, a response may not be delayed due to the unavailability of the public access officer.

4. FORM AND CONTENT OF REQUEST

Requests in accordance with the FOAA and the Town of Readfield Policy Governing Access to Public Records are requested to be made in writing to ensure that a complete response is given, but a written request is not required. For the requestor's convenience, e-mail shall be considered a written request.

The following information is requested when submitting a FOAA request:

- A. The requestor's full name, address and phone number. If a requestor does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A brief description of the public records being sought, being as specific as possible. If you do not know what document you are seeking please state which specific information is being sought.
- C. Whether the request is for inspection of public records, copies of public records, or both.

5. TIMELINE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The town shall respond to a request in a "reasonable time" after the receipt of such request, and must provide a good faith non-binding estimate of the response time and must make a good faith effort to respond within that time.

Should a request be denied by the Town, the requestor shall be notified of the reasons for the denial within 5 working days.

Factors defining "reasonable time" shall include administrative work load, complexity of request or amount of staff time required to fill request.

6. TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

After review of a request for public records, the Town may either provide the materials; give notice that the materials shall be made available upon payment of reproduction costs and/or staff time, or give notice of the time and place for inspection of records. A denial of a request for public records shall be made in writing. It shall state the reason(s)

for the denial.

The town may request additional clarification concerning what public records are sought before responding to a request.

Acknowledgement of receipt of request. PL 2013, c. 1216 amends 1 M.R.S.A. (SS) 408-A to require officials to acknowledge receipt of a public records request within five working days. (A good faith, nonbinding estimate of when the request will be fulfilled, along with a cost estimate, must still be provided “within a reasonable time.”) Also, if an official refuses a request but fails to provide written notice of denial, stating reasons, within five working days (a longstanding requirement), this is now considered a failure to allow inspection, which is subject to appeal to Superior Court within 30 days (formerly five working days).
Effective 10/9/13

7. PROCEDURES FOR APPEAL OF A DENIAL

A requestor whose FOAA request has been denied may appeal in accordance with the requirements of Maine Law.

8. PROCEDURES FOR PROVIDING RECORDS TO REQUESTORS

Inspection of records at Town Offices – generally, public records will be made available for inspection during normal working hours of the Readfield Town Office.

Unless otherwise arranged, the inspection of records shall take place at the Readfield Town Office.

Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. An employee of the Town may be present throughout the inspection.

Generally, all copying shall be done by a Town employee. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room.

Person requesting copies can also request the public access officer to make and mail a copy, for which a reasonable copying fee and actual mailing costs may be charged. A request for a copy need not be made in person or in writing.

Town is not required to create a record that does not already exist.

Access to electronically stored records must be provided either as a printed document

Legal notes in the October 2013 Maine Townsman:

New FOAA Amendments:

Subscriber email addresses for noninteractive notices, etc. PL 2013, c. 339 amends 1 M.R.S.A. (SS) 402(3) to except from the definition of “public records” email addresses obtained by a political subdivision of the State, such as a municipality or school district, for the sole purpose of disseminating non-interactive notices, updates and cancellations. Subscriber email addresses for newsletters are not included in this exception, however, and remain a public record. Effective 10/9/13

Concealed handgun permit holder personal information. PL 2013, c. 54 amends 25 M.R.S.A. (SS) 2006 to make confidential all personally identifying information on all concealed handgun permits issued. (The law has long made confidential all permit applications and all permit denials.) The only information that remains public on issued permits is the municipality of residence, the date of issuance, and the date of expiration. Effective prior to Legislature adjournment 2013

Veterans’ property tax exemption applications. PL 2013, c. 973 amends 36 M.R.S.A. (SS) 653 (1) to make confidential all applications and supporting materials for veterans’ property tax exemptions. Any record showing that a veteran’s exemption has been granted remains public, however. Effective prior to Legislature adjournment 2013.

Select Board for the Town of Readfield:

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Sue Reay, Chair

P. Greg Durgin, Vice-Chair

Signed this 10th day of February 2014

#9

**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 may also serve 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 within timeframe assigned;
- Prepares federal and state grant requests and administers grant programs;
- Enforces municipal and state codes in conjunction with Code Enforcement Officer;
- Recommends possible changes to personnel policy to Select Board for consideration.

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.

#10

Naming Policy

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 applicant shall 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.

Select Board for the Town of Readfield:

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Sue Reay, Chair

P. Greg Durgin, Vice-Chair

Signed this 10th day of February 2014

#11

Fee Schedule

review

#12

Public Works

data & analysis

12. Public Works data & analysis: Val Pomerleau

This item was tabled from the previous Select Board meeting. Please review the relevant section of the Select Board minutes of January 27, 2014. Also please refer to the background information for this item that was included in the previous meeting packet.

The Board could decide whether or not to continue to address this item in some fashion.

#13

KVCOG DIRECTOR

13. KVCOG Director, Rosie Vanadestine

Note: the Select Board is requested to take this item out of order at around 7:00 PM to accommodate Ms. Vanadestine's travel back to Skowhegan.

Ms. Vanadestine became KVCOG's director in June 2013 after long-serving director Ken Young retired. She had served most recently as Bangor's economic development director.

Ms. Vanadestine is in the process of visiting all of KVCOG's member communities to learn about the local context and solicit input about how best KVCOG could serve each town's interests.

Please see the attached letter from Ms. Vanadestine and a survey to provide KVCOG input regarding desired services and functions.

KVCOG

Kennebec Valley
Council of Governments

Serving local governments in Kennebec
Somerset, and western Waldo Counties

Rosie Vanadestine, Executive Director

RECEIVED

JAN 16 2014

January 13, 2014

Dear KVCOG Municipality,

KVCOG is embarking on an in-depth strategic planning process and we need your assistance. We will be assessing our membership dues structure, all of our policies and procedures, current programming etc. As we take a complete look at our organization and the services that we offer to municipalities, we want to hear from you on your needs and how KVCOG can best assist and be of service to your community.

There may be additional services that KVCOG could offer that would truly benefit your towns or cities. There may be services that we are offering that are no longer vital or necessary for us to continue. This is where you come in and become part of creating the new blueprint for KVCOG's future.

Attached you will find a survey that will take a few moments of your time. You may need to check with other departments in your town to see if you are in fact utilizing these services i.e. your public works director or road commissioner to see if you are participating in our joint purchasing programs etc.

Also included is a sheet requesting information for our new improved website. Our new website will be interactive and much more user friendly. This will be a great opportunity for additional exposure for you municipality.

We ask that you be honest and know that any comments good or bad are welcome and necessary to help KVCOG to become more efficient and effective. Once you have completed the survey and website information sheet please return in the self addressed envelope that is provided. **One lucky town will be drawn from those returned and will get up to 5 hours of mapping services free.**

Thank you for your time and assistance in making KVCOG a better tool for your community.

Best Wishes,



Rosie Vanadestine
Executive Director

KVCOG Survey

Please take a few minutes to answer all the questions as best you can. If there are questions that do not apply please indicate with N/A. **One lucky town will be drawn from those returned and will get up to 5 hours of mapping services free.**

Town/City Name: _____

Person and Position of who is filling out the survey: _____

- | | | |
|--|---|---|
| 1. Are you currently a member of KVCOG? | Y | N |
| 2. If not, have you ever been a member of KVCOG? | Y | N |

If you were a member and discontinued membership, please let us know why: _____

3. Please indicate the services below with a:

1 – if you have used the services

2 – if you have not used the services but may within the next year

3 – if you have never used the services and probably never would use the service

Comprehensive Plan development/assistance	Ordinance development/assistance
Planning Board training/workshops	Environmental Management workshops
GIS Mapping	Hazardous Household Waste collections
Census and Demographics Assistance	Universal Waste Remediation
Transportation Planning	Landfill/Transfer Station assistance
Joint Purchasing (culverts, salt, signs, etc)	Grant writing assistance
CDBG assistance	Community loan fund management
Brownfields assistance	Meeting facilitation services
Local Economic Development	Project Development

4. Please indicate the services below for our joint purchasing program with a:
- 1 – if you have used the services
 - 2 – if you have not used the services but may within the next year
 - 3 – if you have never used the services and probably never would use the service

	Culvert		Geotextiles, silt fence
	Calcium/Magnesium Chloride		Heavy Loads Limited signs
	Road Salt		"Bump" signs

5. Below are possible services KVCOG may add if there is enough interest. Please indicate the services below with a:
- 1 – if you are very interested in the service now or within the next few months
 - 2 – if you may be interested in the service in the next year
 - 3 – if you have no interest in the service at all

	Code Enforcement		Aerial Photography
	Assessing		Joint Purchase: Plow cutting edges
	Engineering		Joint Purchase: Winter Sand
	Varied Board training sessions		Joint Purchase: Office Supplies
	Town Manager services (PT or Interim)		Bookkeeping and/or Budgeting
	Housing Projects/Programs		Project Management

Please list any other services that you feel would be a good addition to the services KVCOG offers.

6. Please list any additional comments or feedback you wish to provide.

Thank You for your time and input!

KVCOG Website Updates

KVCOG is in the process of updating its website. Please take a moment to visit your municipality's page, located at www.kvcog.org/towns.htm, and update the following information:

Any changes/updates to municipality's description:

Special landmarks/services you'd like to highlight:

Address of your municipality's webpage:

Other local links that you feel would be useful to webpage visitors:

Any additional information you would like included on your municipality's page:

Thank you!

#14

LEGAL SERVICES RFP

TOWN OF READFIELD
Request for Proposals
Legal Services

The Town of Readfield is seeking proposals from qualified applicants (individual attorneys and/or law firms) to serve as Town Attorney on a contractual basis under appointment by the Select Board. The Town Attorney will provide legal advice to municipal officials, town employees, board and commissions, and will represent them in court as may be required. The attorney will also prepare and review contracts, deeds, leases, ordinances, etc., and reserve and provide opinions for the Town on a variety of subjects. The attorney may be asked to attend Select Board or other meetings and hearings and will be expected to provide legal assistance in a prompt and efficient manner.

The successful candidate will be licensed to practice law in the State of Maine and will demonstrate substantial training and experience in all areas of municipal law including land use, labor and personnel relations, finance, civil and criminal litigation, real estate, risk management and environment.

Interested parties may request a Request for Proposals (RFP) from the Town Office located at 8 Old Kents Hill Road, Readfield, ME. 04355. Proposals are due by: , 2014.

Sincerely,

Stefan Pakulski
Town Manager

REQUEST FOR PROPOSALS

Legal Services for the Town of Readfield

The Town of Readfield, Maine, hereby solicits proposals from individual attorneys and/or law firms to represent the Town as its Town Attorney. The Attorney and/or firm selected by the Town would serve as legal counsel to the Select Board, the Town Manager, all town departments and various town boards, committees, agencies, and commissions when approved by the Town Manager for a contract term beginning as soon as possible. Term of contract shall be negotiable.

The Town of Readfield's selection will be based on its evaluation of the written proposal, the attorney and/or firm's qualifications and experience, client references, the areas of legal services with which the attorney and/or firm are willing to provide, an oral presentation (if requested) and the overall fee structure. The Town may consider engaging more than one firm for services should responses demonstrate particular strength in one or more areas outlined in this request.

Proposals in whole or in part, must be received by the Town Manager, Readfield Town Office by 4:30 PM, on or before: , 2014. Proposals must be sealed and clearly marked, "Legal Services for the Town of Readfield". Respondents must submit an original proposal and six (6) copies.

The Town reserves the right to accept or reject any or all proposals for any reason, to negotiate with any attorney, law firms, or business and to select one or more of the attorneys and/or law firms deemed to have submitted a proposal which in the judgment of the Readfield Select Board is in the best interest of the inhabitants of the Town of Readfield. The Town of Readfield specifically reserves the right to accept more than one proposal and may select more than one attorney and/or law firm to serve as a legal counsel to the Town of Readfield.

Introduction

The Town of Readfield has a Town Meeting / Select Board / Town Manager form of government. The population of the Town is approximately 2,600. The annual budget is approximately \$6,250,000 (including education, general government operations, capital and solid waste management operations). Legal services range from \$10,000 - \$20,000 annually.

The Town has a land use ordinance that is rarely challenged. The Town does not operate under a Town Charter. The Town has a Personnel Policy. The Town has the Readfield Enterprise Fund which issues loans and grants to small businesses. The Library Board of Trustees and Recreation Association Board of Trustees operate budgets with non-tax revenues.

General Requirement of the Proposal

1. The Attorney and/or law firm submitting a proposal must be in good standing and licensed to practice law before all courts and administrative agencies of the State of Maine and before the United States District Court for the District of Maine.
2. The proposal must identify the principal attorneys within the firm who would be providing legal services to the Town and identify those areas of legal work described in appendix A, attached hereto, which each such attorney would be providing. Resumes shall be submitted for each such attorney who would be providing services to the Town. The attorney and/or law firm making a

proposal must describe the attorney and/or law firm's expertise in providing the services described in Appendix A and must list clients and references with addresses and phone numbers who may be contacted by the Town of Readfield in connection with the proposal.

3. Attached to this request for proposals is Appendix A, which describes various areas of legal work, which should be provided to the Town of Readfield. Each applicant must place an "X" on the line next to each of those areas of legal work in which the applicant is willing and able to provide legal counsel to the Town of Readfield. After Appendix A has been so completed, it must be returned with the Proposal of the applicant. Unless the applicant indicates that the Proposal may only be accepted if the applicant is selected to represent the Town in every area designated by the applicant, the Town reserves the right, at its discretion, to appoint the applicant to represent the Town in one or more or all of the areas designated by the applicant. In addition, even if an applicant is selected to represent the Town with regard to one or more or all of the areas of legal work designated by the applicant, the Town reserves the right, at their discretion, to appoint another attorney and/or law firm to represent the Town with regard to such designated area of legal work from time to time if the Select Board deems such action to be in the best interest of the Town.
4. Any attorney or firm who submits a proposal in response to this request may be required to make an oral presentation of the proposal upon notification of such request by the Town Manager of Readfield.
5. The attorney or firm that is selected by the Town of Readfield may be required to sign a contract and additional terms and provisions may be included in the contract. The contents of the proposal submitted by the applicant and this Request for Proposals, will be part of any such contract awarded.
6. Any attorney or firm selected by the Town of Readfield will be prohibited from assigning, transferring, conveying, or otherwise disposing of its contract for legal service with the Town or their rights, title or interest therein of its power to execute such agreement to any other person, company, partnership or corporation without the previous consent and approval in writing of the Town Manager of Readfield.
7. Each applicant must identify an address of the offices of the attorneys who would provide services to the Town of Readfield and their proximity in miles and driving time to the Readfield Town Office. The applicant must indicate their availability to provide services in the evening hours between approximately 6:00 p.m. and 10:00 p.m.
8. The attorney and/or legal firm selected as a result of this proposal shall indemnify the Town of Readfield from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person resulting from any act or omission by the attorney or the firm or its employees which constitutes negligence or malpractice. The applicant shall be required to carry professional liability insurance, and the application must specify the carrier and the coverage limits. Any coverage limits less than \$1,000,000 must be fully explained. The successful applicant or applicants shall provide and maintain a certificate of current insurance coverage to the Town.
9. Each applicant submitting a proposal to the Town of Readfield shall state that the proposal is made without any connection with any other applicant making any proposal for the same service.
10. Each applicant must state the compensation that will be required for the services of the applicant. The Town of Readfield will entertain proposals for payment on an hourly basis, on a lump sum retainer basis, or any combination thereof. Itemized bills including the date, time and description of service and department requesting service will be required to be submitted before each payment

will be made by the Town of Readfield. Such bills shall be submitted on a basis no more frequently than monthly.

Billing for services shall be explained in detail including all support services such as: paralegal, clerical, supplies, mileage, research through West Law or other equivalent services, and other expenses. Applicants shall identify whether they have a toll free telephone number.

Applicants shall also list any services that will be provided free of charge such as attendance at annual or special town meetings and/or educational forums on various topics.

11. The agreement between the Town of Readfield and any applicant who is selected shall provide that either party may terminate the contract, with or without cause, upon fourteen (14) days advance written notice to the other party, provided that the Town of Readfield may terminate the contract and provided that any work or services which are in progress but are not completed as of the date of termination shall be continued by such attorney until such work is completed, if the Town so wishes.
12. The Town of Readfield will not be responsible for any expenses incurred by an applicant in preparing and submitting a proposal.
13. Each applicant must agree to keep a complete record of all actions, suits, proceedings and other matters handled by the attorney for the Town, including written opinions on legal matters, and to deliver such records, documents and property of every description in his/her possession, belonging to his/her office or to the Town, to his/her successor, who shall give him/her duplicate receipts therefore, one of which he/she shall file with the office of the Readfield Town Clerk's office.
14. The Town prefers to conduct business using e-mail and other electronic media, when reasonable within the confines of confidentiality and other business constraints. To that end, it is frequently important for the Town to be able to receive digital copies of ordinances, policies, contracts and other documentation that are readable by the Town's official software (Microsoft Office products). Should the applicant not generate original documentation using this software, the applicant shall explain how the transmittance of documents will not lose their formatting (e.g. – **bold**, *italic*, ~~strikethrough~~, underline, fonts).
15. The Town expects each applicant to demonstrate how it will manage casework for the Town of Readfield. Each applicant shall identify their response time to questions and assistance (e.g. – verbal response within 1 hour, written response within 24 hours).
16. The Town is interested in developing and implementing practices that promote litigation prevention through proactive and educational methods. Each applicant shall identify their thoughts and proposed approach toward providing proactive legal services, which will minimize claims and expensive litigation.

APPENDIX A

The areas of legal work to be provided by the Readfield Town Attorney shall include the following items. While this list is representative of the areas of work required, it is not exhaustive, and applicant acknowledges and agrees to perform work in other areas as may be requested by Town Officials. Please place an "X" next to each item, which the applicant agrees to perform and write the name of the principal attorney who will be responsible for providing such service next to each such item.

- | | |
|-------|--|
| <hr/> | 1. Police and law enforcement practices |
| <hr/> | 2. Fire and fire prevention practices |
| <hr/> | 3. Road, bridge, sidewalk construction and maintenance practices. |
| <hr/> | 4. Water line and facility construction and maintenance practices. |
| <hr/> | 5. Compliance with enforcement of State and Federal environmental laws. |
| <hr/> | 6. Eminent domain proceedings. |
| <hr/> | 7. Deeds, easements, and contracts pertaining to real estate and title opinions. |
| <hr/> | 8. Labor and personnel matters including hiring, disciplinary proceedings, termination, personnel policies and employment contracts. |
| <hr/> | 9. Tax assessment and lien practices. |
| <hr/> | 10. Collection of unpaid taxes, fines, loans or other monies owed to the Town. |
| <hr/> | 11. Maintenance and regulation of recreation areas including parks. |
| <hr/> | 12. Municipal bond counsel. |
| <hr/> | 13. Drafting of municipal ordinances and related amendments. |
| <hr/> | 14. Preparation of contracts and agreements to which the Town is a party. |

15. Advice regarding insurance coverage and insurance claims.

16. Attendance at Select Board meetings, Planning Board meetings, Zoning Board of Appeals meetings, and other related committee meetings when so requested for the purpose of giving legal advice when requested by its members. It is acknowledged that such meetings occur predominantly in the evening hours.

17. Prepare, when authorized by the Select Board, all charged and complaints against, and appear in the appropriate court in the prosecution of, every person charged with a violation of a Town ordinance or law enforced by the Town.

18. Defend municipal officials, including the Select Board, the Planning Board, the Zoning Board of Appeals, the Town Manager, Town employees or any other municipal board or committee in the prosecution of a violation of any law or regulation or in any claim.

19. Represent the Town of Readfield and any of its municipal officials in any other general litigation.

20. Provide general legal advice, oral or written, to the Town Manager and the Select Board or its committees or any Town Official, when requested and approved by the Town Manager, upon legal questions arising in the conduct of Town business.

21. Provide legal advice regarding renewal of or interpretation of cable television contract.

22. Solid waste collection and disposal.

23. Education law.

24. Discrimination claims.

25. Other areas of expertise not covered in items 1-24.

APPENDIX B

Proposal Form

In order to facilitate comparison of competing proposals, the Town respectfully requests applicants to complete the following form. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

Contact Information

Name of firm: _____

Mailing address: _____

Physical address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Web site address: _____

Name of lawyer proposed as Town Attorney: _____

Estimated percentage of time he/she spends on municipal legal affairs: _____%

Electronic Business

Can your firm provide ordinances and documents in Microsoft Office application formats? _____

If no, explain compatibility: _____

Can your firm transmit documents over the Internet using e-mail? _____

Does your firm use e-mail in the regular conduct of your business? _____

Professional Liability Insurance

Insurance Carrier: _____

Limits: _____

Financial Consideration

Attorney cost/hour (indicate discount from regular rates if applicable): _____

Associate attorney cost/hour (indicate discount from regular rates if applicable): _____

Paralegal cost/hour (indicate discount from regular rates if applicable): _____

Clerical cost/hour (indicate discount from regular rates if applicable): _____

Other staff cost/hour (indicate discount from regular rates if applicable): _____

Will billable rates for travel include both ways, one way or no charge?: _____

Mileage expense rate: _____

Research services cost/hour (e.g. West Law): _____

Other costs (photocopying, fax, telephone expense, other) _____

Attachments: Please attach the following:

- Outline of the size and experience of the law firm.
- Resumes of legal staff with whom the Town would be working.
- An explanation of how your firm envisions the legal transfer of authority and responsibility in the absence or inability to act as the Town Attorney.
- An explanation of how the Town will be billed for consultations between two attorneys who are both members of your legal firm.
- Explanation of how the firm will be able to respond to requests for services (“turn around time”).
- Listing of municipal clients and other references (with addresses and phone numbers).

#15

Job description

update

15. Job description updates: first drafts

Please see attached proposed draft updates to Town employees' job descriptions. Most of the job descriptions have not been officially reviewed and updated for several years and should be adjusted to reflect evolving roles and changes in emphasis. The Select Board has authority to approve all Town job descriptions. The Town Manager and Town employees have been working to provide these updated draft job descriptions.

The Select Board is requested to set a workshop date to review the proposed updates to employee job descriptions in more detail.

Transfer Station Attendant

Job Description

Nature of Work

This is physical, responsible and organizational work, dealing with operation of the Transfer Station's solid waste and recycling programs, working with other full and part-time employees and volunteers, assisting with ordering supplies and scheduling recycling vendors pick-ups, scheduling proper equipment maintenance with the Head of Maintenance, advising users in proper disposal and recycling methods, assisting in enforcing all policies and procedures, and reporting any violations to the Assistant Transfer Station Manager and/or Town Manager/Transfer Station Manager immediately.

This is a full-time position (currently 37.5 regular hours) with full benefits, hired by the Town Manager/Transfer Station Manager and supervised by the Assistant Transfer Station Manager. Employee is responsible for operating some equipment (according to training and certification), maintaining the cleanliness of the grounds, and trash & recycling areas, keeping transaction records, as well as assisting patrons with disposition of their trash and recyclables, as directed by the Assistant Transfer Station Manager.

Duties & Responsibilities:

1. Maintain a safe working environment both inside the building and in the yard area. Report any unsafe acts by attendants or residents immediately to the Assistant Transfer Station Manager and/or Town Manager/Transfer Station Manager. (Work with the Assistant Transfer Station Manager, Head of Maintenance, Safety Officer and Town Manager/Transfer Station Manager to ensure safe operating procedures for all tasks and equipment are clearly defined, and all staff are appropriately trained.)
2. Assist residents/users by directing them to the proper deposit areas for recycling and/or disposal of waste materials;
3. Assist with arranging the timely swap of waste and recycling containers with appropriate contractors;
4. Order all supplies on a timely basis;
5. Collect fees (or review collections by other attendants) as needed from users and contractors disposing of materials subject to the fee schedule established by the Select Board, and submit all fees collected daily to the Town Office;
6. Assist with maintaining an accurate record of material deposits made by contractors (amount, from whose property, etc.);

Transfer Station Attendant

Job Description

7. Assist with managing collection of all recyclable materials, and arrange container shipments to maintain appropriate flow through site;
8. Work as directed by the Assistant Transfer Station Manager and Town Manager/Transfer Station Manager to resolve any related recycling issues.
9. Record any violations of the Ordinance, Rules and Regulations, and/or fee schedule and report these violations to the Town Manager/Transfer Station Manager ASAP for follow-up;
10. Work with the Assistant Transfer Station Manager to record the following and submit to Town Manager/Transfer Station Manager by last day of each month, minimum;
 - a. Schedule contractor swaps for recyclables, metals, demolition debris and MSW;
 - b. Supply bills of Lading for recyclables, demo, MSW and metal removal haulers;
 - c. Fees collected from residential and contractor activity,
 - d. Daily activity log;
11. Assist full and part-time Attendants and volunteers;
12. Work with Assistant Transfer Station Manager and Head of Maintenance to organize equipment P.M. schedules;
13. Conduct and/or assist with all operations as necessary;
14. Maintain communication with the Assistant Transfer Station Manager and/or Town Manager/Transfer Station Manager regarding facility operations, identifying problems & violations, current conditions, and equipment-supplies-repairs needed;
15. Participate in yearly budgeting and site planning sessions;
16. Attend Solid Waste and Recycling Committee meetings when requested by Town Manager/Transfer Station Manager;
17. And any such other duties as the Assistant Transfer Station Manager or the Town Manager/Transfer Station Manager may assign.

Requirements:

Good communications skills, some supervisory skills (for use with part-time or temporary employees or volunteers), basic mechanical and mathematical skills, good

Transfer Station Attendant

Job Description

record keeping skills, team orientation, ability to physically perform full range of site duties and equipment operations.

Must be physically fit (capable of lifting materials over 25 pounds, and repetitive bending and stooping) and capable of operating certain equipment (if trained and certified), such as the trash and recycling compactors and a backhoe.

Training

Must have or be willing to obtain DEP Transfer Station Operator certification, and be willing to continue all necessary training for effective site operations.

proposed
JD TS ATT

Code Enforcement Officer LPI and Building Inspector Job Description

Nature of work:

This is responsible code enforcement and administrative work in the enforcing of the Town's land use ordinance, other related policies, and state laws.

Work involves inspecting properties, reviewing permit applications, citing land use violations, working with property owners to resolve issues, maintaining appropriate files, preparing reports, and assisting the Planning Board. Work is performed under the general direction of the Town Manager with independence, based on certifications and regulatory authority.

Essential Duties and Responsibilities include but are not limited to:

1. Receive, receipt, and review all applications and accompanying documents for building, plumbing, use, sign, floodplain, entrance, occupancy, and any other permits required by the Land Use Ordinance.
2. Conduct on-site verification of the proposed applications for compliance with the Land Use Ordinance, issue permits and conduct follow-up inspections for compliance with terms of permits issued.
3. Assist applicants as may be requested, in planning and preparing their applications for CEO, Planning Board or Board of Appeals review.
4. Provide for preliminary review of projects requiring Planning Board and/or Board of Appeals review—schedule meetings, prepare agendas and forward applications and supporting materials to the appropriate Board.
5. Attend all meetings of the Planning Board and Board of Appeals and provide the administrative support as requested by them or as necessary.
6. Maintain records of all transactions.
7. Enter any property at reasonable hours or enter any building with the consent of the property owner, occupant, or agent, to inspect the property or structure for compliance with applicable laws or ordinances, in accordance with Title 30-A, section 4452.
8. Interpret and enforce the provisions of the Land Use Ordinance and any other ordinances, laws, rules, or regulations that call for CEO action. Investigate complaints and alleged violations and notify the Town Manager of the results of the investigation.

Code Enforcement Officer LPI and Building Inspector Job Description

9. Inspect the development improvements (streets, stormwater structures, etc.) of approved subdivisions and other site review projects to ensure compliance with plans and conditions as approved by the Planning Board or Board of Appeals.
10. Revoke any permits issued in error or which are based on erroneous information, or are in non-compliance with any conditions contained therein.
11. Initiate actions to prevent, halt or rectify violations.
12. Obtain legal opinions when necessary to make and/or support relevant decisions.
13. Oversee the work of the Alternate Plumbing Inspector.
14. Coordinate work with consultants when hired by the Town on behalf of the Planning Board to review/recommend aspects of subdivision and site review applications.
15. Receive and coordinate new street names applications and numbering of new structures as the E-911 Officer.
16. Copy and forward all documents related to building/demolition projects to the Assessing Department.
17. Provide education and technical assistance to the public regarding permitting, zoning and other Town and State regulations.
18. Communicate with Town officials including the Planning Board, as to the nature, impact and effectiveness of zoning and related ordinances and make appropriate recommendations.
19. Make recommendations as appropriate, to the Planning Board and/or Select Board, concerning potential policy or Land Use Ordinance changes, based upon knowledge of and familiarity with land use issues, site conditions, and circumstances in Readfield. Remain current on regional, state and national land use matters of potential relevance to Readfield.
20. Attend and participate in meetings as necessary with special or standing committees related to land use issues such as, comprehensive planning, watershed management, conservation commission, Planning Board sub-committees, etc.
21. Promote activities to protect surface water quality including assistance in the use of Best Management Practices, for stormwater management, timber harvesting, construction, and agriculture.

Code Enforcement Officer LPI and Building Inspector Job Description

Occasional Duties

22. Coordinate and conduct inspections related to health issues with the Local Health Officer(s).
23. Attend CEO and LPI training & certification workshops as necessary to maintain current certifications and licenses, and further professional knowledge and development.
24. Attend Select Board meetings as requested.
25. Prepare consent agreements as instructed by the Select Board when circumstances justify such actions.
26. Coordinate enforcement litigation with Town's attorney.
27. Testify on behalf of the Town in administrative or court proceedings.
28. Prepare annual reports of the previous year's activities for inclusion in the Town Report.
29. Prepare periodic reports of permitting activities as required for the Bureau of Census, Dept. of Environmental Protection, Division of Health Engineering, etc.
30. Solicit applications for and administer the Small Community Grant Program.
31. At least annually, provide for complete inspection of all licensed Automobile Graveyards/Junkyards for compliance with relevant laws.
32. Exercise any additional duties authorized by the statutes or as directed by the Town Manager.

***Lakes Region Mutual Aid
Fire Departments' Administrative Assistant***

Job Description

Nature of work:

This is responsible administrative work assisting the Fire Chiefs in the participating departments of the Lakes Region Mutual Aid (Readfield, Fayette, Mount Vernon, Wayne, and Vienna) to maintain all records, reports, schedules and communications required by the Bureau of Labor Standards and other Federal, State and Local Agencies.

Work is performed with considerable independence in the respective fire stations, with direct guidance from each Fire Chief in the participating departments. The Administrative Assistant will be hired and supervised by the Readfield Town Manager, and in coordination with the Fire Chiefs from the participating departments. Each Fire Department will receive up to four hours per week of service. The Town of Readfield will bill each participating Town for actual hours of service on a monthly basis.

This is a regular part-time position and is eligible for limited benefits provided to an employee of this category as defined in Readfield's Personnel Policies. The position could be combined with other duties as an employee of the Town of Readfield. The Town of Readfield is an Equal Opportunity Employer.

Essential Duties and Responsibilities:

Examples of Work (Illustrative only, as actual work will depend on specific direction from the respective Fire Chief in each Department):

1. Assists the Fire Chiefs to develop a standard reporting system among the participating departments, and maintains all records to insure implementation and/or compliance with all federal regulations and state Bureau of Labor standards relative to each department.
2. Assists training officers in planning and coordination of individual and multi-department training schedules.
3. Maintains department run sheets and payroll records.
4. Coordinates purchasing for each department and possible group purchasing of supplies and equipment, including preparation of bid specifications with Chiefs and/or Town Managers.
5. Assists the Chiefs in maintaining a positive public relations effort; receives and responds to citizen inquiries or complaints, or refers them to Fire Chiefs to resolve; maintains department and Mutual Aid communications, including posting of notices, drafting letters, public service announcements, email, and possibly use of websites.
6. Conducts building maintenance checks, and advises Chiefs and Managers.
7. Assists in arranging the repair and maintenance of all vehicles and equipment used by the participating departments.
8. Assists in research and writing of grants for departments and Mutual Aid group.

***Lakes Region Mutual Aid
Fire Departments' Administrative Assistant***

Job Description

9. Attends Mutual Aid meetings, some state-level meetings, and individual department meetings as needed.
10. Performs other tasks and assumes other responsibilities as requested by the Chiefs.
11. May apply to join a participating Mutual Aid department.

Requirements of Work:

Knowledge and experience in the use of modern office equipment, including computers for word processing, email, spreadsheets, and databases.

Excellent organizational skills and ability to handle a variety of responsibilities;

Excellent oral and written communications skills.

Ability to establish and maintain effective working relationships with each department's officers and volunteers, other town and state officials, and the general public.

Training and Experience Required:

Graduation from high school or equivalent.

Willingness to take additional training and courses as required.

Valid driver's license with no restrictions, and access to a car for travel to different fire stations.

Readfield Cemetery Sexton Job Description

Nature of Work

This position involves the management of all Town cemeteries, including arranging or performing any required maintenance, and keeping excellent cemetery records. The Select Board appoints this position annually.

Qualifications:

Must have good public relations and communication skills, be detail-oriented, preferably familiar with cemetery care and operations, and capable of maintaining accurate burial records. Sexton must also recognize the importance of cemetery lot maintenance to the families/owners of cemetery lots.

This position is appointed by Select Board and supervised by the Town Manager.

Duties & Responsibilities:

- Assists people with lot selection/location and directs them to Town Clerk for purchase;
- Maintains accurate and up-to-date burial and maintenance records and records same with Town Clerk;
- Arranges preparation of grave sites for burials, and filling in of graves following services;
- Receives burial certificates from funeral directors, records necessary information and delivers to Town Clerk, or verifies Town Clerk has received burial certificates;
- Loams and seeds new graves and older graves that have sunk below ground level, or arranges for same;
- Maintains accurate record of Veteran's burial sites;
- Orders and places flags for Veterans' graves and place in holders by Memorial Day;
- Assists Town Manager and Head of Maintenance in overseeing performance of mowing employees and/or contractors in all Town cemeteries;
- Removes dead cut flower arrangements, dead potted plants, and faded plastic arrangements as needed; and arranges bulk trash removal with mowing employees and/or the Head of Maintenance if necessary;
- Assists with lay out, clearing, and construction of new sections of Town cemeteries;
- Arranges for all necessary stone straightening and repairs;
- Reports any damage and maintenance needs to Head of Maintenance Foreman and Town Manager ASAP;
- Attends Cemetery Committee meetings, recommends changes to Cemetery Rules and Regulations, and assists Town Manager and Cemetery Committee in preparation of annual budget proposal;
- Participates in semi-annual Cemetery Clean-Up Days;
- Participates in appropriate annual training;
- Performs related work as required by Town Manager.

Animal Control Officer/Constable

Job Description

Nature of work:

This is general law enforcement activity enforcing state and municipal ordinances as Animal Control Officer responsible for the regulation and control of dogs and other animals.

Employee of this class may be responsible for a variety of law enforcement activities in the Town of Readfield. Work includes the enforcement of all animal welfare laws. Work involves contact with the general public in a variety of circumstances, and is performed under the general direction of the Town Manager. Work may also include the enforcement of local and state laws, the investigation of alleged violations, the provision of regular security checks, and the coordination of activity with local law enforcement agencies. Work is carried out in accordance with established rules and procedures, and is subject to review through reports and observation of methods used and results achieved.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

- Investigates complaints concerning the regulation, licensing and control of dogs and other animals.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Issues warnings, or citations, to animal owners and appears as a witness in District Court as necessary.
- Delivers captured animals to the Animal Hospital.
- Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- Maintains all necessary reports and records on incidents involving stray or wild animals.
- Conducts public education sessions as may be required.
- Performs related work as may be required.

Requirements of Work:

- Knowledge of the principles, practices and equipment used in animal handling.
- Knowledge of the geography of the Town.
- Knowledge of the applicable State laws and Town ordinances.
- Ability to acquire working knowledge of applicable court procedures.
- Ability to prepare and maintain records and reports.
- Ability to deal courteously, but firmly, with the general public.
- Ability to communicate well, both orally and in writing.
- Skill in the handling of animals, both domestic and wild.

Animal Control Officer/Constable

Job Description

Training and Experience Required:

- Graduation from an accredited high school or equivalent; considerable experience in handling animals.
- Graduation from the Maine Basic Animal Control Officer 24-Hour Training, and from the Maine Criminal Justice Academy 100-hour program, or willingness to work toward both levels of training at the earliest opportunity.

Necessary Special Requirements:

- Must possess and maintain a valid State of Maine A or B Commercial Driver's License (CDL) or Class C driver's license, and be insurable under the Town's vehicle insurance coverage.
- Must possess physical strength and agility sufficient for performing job duties.

Finance Officer-2013
Deputy Treasurer/Deputy Clerk/Deputy Tax Collector
/Deputy Registrar

Nature of work:

This is responsible administrative and fiscal work in the handling and accounting of Town funds according to the Town's Financial Procedures.

Employee of this class is responsible for the day-to-day monitoring of the Town's financial situation and records. Work involves maintaining all Town financial books, preparing regular reports for the Manager and Select Board, issuing checks for financial obligations, and assisting with the preparation of the Town budget. Work also involves extensive use of the Town's computer system. Work is performed under the general direction of the Town Manager with independence, following generally accepted accounting methods subject to review through observation, verification and fiscal audits.

Essential Duties and Responsibilities include but are not limited to:

- Responsible for a complete chart of accounts that meet the anticipated needs of every fund required in the municipality.
- Prepares monthly financial reports which compare the anticipated expenditures and revenues with the actual budget.
- Supervises the daily handling of receipts from all departments, checks daily receipt audit from all departments for accuracy.
- Serves as Inland Fisheries and Wildlife and Motor Vehicle Agent.
- Responsible for getting all bills approved, preparing warrants and recording the transactions to the appropriate accounts.
- Prepares all payrolls including all deductions and withholdings.
- Maintains general and subsidiary records according to established classifications involving a considerable range of accounting methods; posts entries from supporting records; balances against other records, and performs all trial balances.
- Prepares all necessary reports sent to Federal and State agencies, the Internal Revenue Service, the Town Select Board and Town Manager.
- Assists the Collection Clerk and Town Clerk as needed.
- Assists the Town Select Board, Budget Committee and Town Manager in the annual budgeting process.
- Works with department heads to develop and manage respective budgets
- Works directly with Town Auditors during audit season
- Performs related work as required.

Requirements of Work:

- Considerable knowledge of bookkeeping and accounting principles and practices, particularly as applied to governmental accounting.
- Considerable knowledge of modern office practices, procedures and equipment.
- Knowledge of, or the ability to learn, the operating procedures of the Town's accounting software computer system.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing account procedures.
- Ability to analyze cash flow and investments.
- Ability to perform complex accounting work accurately and rapidly.
- Ability to draft accurate, concise reports dealing with the financial status of the Town for various agencies and officials.

Training and Experience Required:

Graduation from an accredited 4 year program in Accounting, or High School graduation and significant practical experience in accounting practices, or any equivalent combination of experience and training. Must have the ability to obtain and hold a certificate as a certified Treasurer and Tax Collector.

Town Clerk-JD2014

Registrar/Deputy Tax Collector/ Deputy Treasurer/FOAA Officer

Nature of work:

This is responsible administrative work in the custody of Town records and in serving as Town Clerk.

Employee of this class is responsible for the preparation and maintenance of official documents; ~~supervision of elections~~; issuance of various licenses and permits; recording various documents; and preparation of reports; and preparation and supervision of all State, Federal and Municipal elections. Work is performed in accordance with the Town ordinances and State and Federal laws with a high degree of independence and general supervision from the Town Manager.

Essential Duties and Responsibilities:

AS CLERK:

- Validates official documents, oversees posting of official notices and advertisements.
- Records and maintains all vital statistics records and biannually reports vital record requests to the State of Maine. ~~and books~~
- As directed by the Town Manager attends all Select Board meetings, and records motions and votes in the minutes of the meetings or appoints a deputy to carry out these duties.
- Administers all elections including scheduling ~~and appointing~~ ballot clerks, wardens & moderators; orders and prepares ballots; issues and processes absentee ballots; ~~processes and records ballots and~~ reports election results to the Secretary of State's office.
- Produces a Town Report annually.
- Responsible for maintaining dog registrations from in house and online as well as ~~and~~ preparing monthly reports. ~~warrants.~~
- Administers ~~all~~ "oaths of office"; maintains terms of office for boards, committees and commissions.
- Supports the Town Manager, Collection Clerk and Financial Officer when necessary.

AS REGISTRAR:

- Accepts and processes voter registration cards while ~~and~~ maintaining the CVR system.

AS DEPUTY TAX COLLECTOR/DEPUTY TREASURER:

- Responsible for preparing all tax liens, foreclosures and discharges as well as recording all appropriate documents at the Registry of Deeds on behalf of ~~for~~ the Tax Collector and Treasurer.
- Runs the daily audit report and prepares a daily deposit of all monies received in the Collection Clerk's office.
- Supports the Collection Clerk at the front desk as a back-up.

AS FOAA OFFICER:

- Responds to all Freedom of Access request and keeps a record of such request.

OTHER DUTIES:

- Maintains the Town's Web-Site.
- Produces a monthly newsletter.
- In house IT person.
- Records all cemetery plot sales on appropriate maps and cemetery cards, ~~while~~ maintaining a computer spreadsheet, preparing the plot deeds and burial rights paper work and sending them to the plot owners.
- Performs related duties as required.

Requirements of Work:

- Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of all positions. ~~a town clerk.~~
- Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.
- Proficiency in the use of the adding machine and typewriter and computer system.
- Ability to maintain records and prepare reports.

Training and Experience Required:

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must have the ability to obtain and hold a certificate as a Certified Town Clerk.

Collection Clerk
***Deputy Registrar/Deputy Treasurer/Deputy Clerk/
Deputy Tax Collector***

Nature of work:

This is responsible clerical and public collection work in the receipt and recording of taxes and fees levied by the Town.

Employee of this class receives and records all incoming cash payments. Work involves the handling of funds and preparation of standard forms and receipts. Collection includes excise taxes, state fees, property taxes, and various registration charges. Work is performed under the general supervision of the Town Manager, but requires the ability to work independently following established procedures and routines. Work is reviewed based on results achieved and audits.

Essential Duties and Responsibilities:

- Registers automobiles, boats, ATV's and snowmobiles.
- Issues various recreational licenses using the Moses Program when possible.
- Issues marriage licenses and certified copies of vital records in the absence of the clerk.
- Issues beach permits and received and collects fees for recreational sign-ups.
- Collects real estate and personal property taxes
- Data enters all fees collected by the Transfer Station
- Prepares weekly auto registration spreadsheet.
- Makes non-emergency G.A. appointments
- Answers telephone and answers any inquiries when possible.
- Back up support for the Finance Officer and Town Clerk when needed.
- Schedules and receives the rent for the second floor conference room.
- Responsible for the ordering and receiving of general office supplies.
- Responsible for maintaining all related files.
- Performs related work as required.

Requirements of Work:

- Knowledge of Microsoft Works, Word and Excel.
- Some knowledge of modern office procedures, practices and equipment.
- Ability to work with some independence in general work situations.
- Ability to establish and maintain working relationships with other employees.
- Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.
- Ability to take additional training and certifications.

Training and Experience Required:

Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training.

Board Secretary

Job Description

Nature of Work:

This employee is primarily responsible for the clerical/secretarial duties associated with the Select Board, Planning Board, and Board of Appeals. This employee is required to be detail oriented, have the ability to take accurate notes during spirited and lively debate, and be able to transcribe said notes into official meeting minutes with correct spelling, punctuation and grammar.

Qualifications:

General knowledge and understanding of the art of taking minutes, keeping official records, and Maine's Right-to-Know law.

Must be able to establish and maintain effective working relationship with the municipal officials and other board members.

Must be proficient in the use of a typewriter/word processor and the ability to use the Town computer system.

Must be adept at maintaining clear concise records and prepare reports.

Hired by the Town Manager:

Supervised and reports to the Town Manager. (Note: Prior to any evaluation, the Town Manager will seek the input of the Planning Board and Appeals Board Chairpersons.)

Hours:

Position is scheduled to work Select Board meetings (currently Monday nights, every two weeks), Planning Board meetings (currently the 1st and 3rd Tuesdays), and Appeals Board meetings (scheduled on an as-needed basis.). Most meetings are evening meetings.

Pay Rate:

Starting hourly rate of \$X.00 per hour. Will be evaluated during six-month probationary period. Annual evaluation prior to July 1st of each year.

Clerk/Secretary Duties:

Select Board:

- The Secretary is responsible for taking the Minutes of each meeting and/or Public Hearing, being particularly careful to note all MOTIONS made. The length and detail should be established with the Chairperson and the Board.
- Notes taken at the meetings/Public Hearings are to be transcribed into the Minutes of said Meeting/Public Hearing by the Secretary for inspection by the Chairperson and the Board.

Board Secretary

Job Description

- These Minutes shall be typed, preferably on a word processor/computer. Correct spelling, punctuation and grammar are imperative.
- These Minutes, once approved by the Select Board, will be delivered to the Town Clerk to become part of the permanent record of the Town.

Planning Board:

PRE-MEETING PREPARATION:

- Notify applicant(s) regarding status of application when required by LUO;
- Notify applicant(s) and abutters (include date and time of site visit);
- Notify Selectmen, Town Manager and Board of Appeals of any Public Hearings;
- Communicate with Planning Board Chairman & CEO to develop meeting agenda;
- Prepare agenda;
- Post scheduled meeting agendas (include site visits) at Town Office and Readfield & Kents Hill Post Offices;
- Prepare, post, advertise (legal notices) for Public Hearings;
- Assemble and distribute "packets" of meeting materials and Selectmen's Meeting Minutes to Planning Board members;
- Notify applicants of their scheduled appearance time/date.

MEETINGS/MINUTES:

- The Secretary is responsible for taking the Minutes of each meeting and/or Public Hearing, being particularly careful to note all MOTIONS made. The length and detail should be established with the Chairperson and the Board.
- Notes taken at the meetings/Public Hearings are to be transcribed into the Minutes of said Meeting/Public Hearing by the Secretary for inspection by the Chairperson.
- These Minutes shall be typed, preferably on a word processor/computer. Correct spelling, punctuation and grammar are imperative.

POST-MEETING DUTIES:

Board Secretary

Job Description

- The Minutes shall be completed and ready for inspection by the Chairperson within three (3) days following the meeting.
- Prepare and mail Notices of Decisions to applicant(s) and give a copy to the CEO;
- Post Notices of Decision(s) at Town Office for 30 days following said decision;
- Notify all relevant officials, boards, committees, etc. of pending final approval for major subdivisions.
- Distribute approved Planning Board Minutes to Selectmen and Town Manager;
- File agenda and approved Planning Board Minutes in official permanent records notebook.

DUTIES: GENERAL

- Maintain semi-permanent files by meeting date;
- Prepare binders with all reference materials for new members (as per Planning Board Minutes of April 1, 1997);
- Maintain forms and files;
- Prepare written correspondence for board when requested;
- Notify Board of Appeals when application for them is received. Arrange meeting date.*

* Currently, the Planning Board Secretary acts as the Board of Appeals Secretary with the following duties:

Board Of Appeals Secretary:

- **Scheduling a Meeting:** When the Board receives an application, the Chairperson must set up a public meeting at which the applicant can be present, and which falls within the required decision making deadline. Notice of the meeting must be given to the applicant and any other people whom the Board is required to notify per state statute. reasonable notice should be given to the public and press.
- **Minutes:** The Minutes of the meeting must be complete and accurate with regard to when and where the meeting took place, who was present, the subject of the

Board Secretary

Job Description

application, what was said by whom, what votes were taken, and any agreements made regarding procedures or other issues. The minutes, any documents submitted by the applicant or others and the Board's findings of fact conclusions whether the applicant has complied with the statute or ordinance in question will comprise the "record" for that case. Any information in whatever form which is presented to the Board as a basis for the Board's decision must be entered into the official record (and marked "exhibit A", etc.). Tape recording the meeting is not required, but is highly recommended (remember to have whoever speaks give their name prior to making comments!!!).

All of the abovementioned duties listed are illustrative in nature and are not intended to be exclusive.

Approved: 06-23-03

Assistant Transfer Station Manager

Job Description

Nature of Work

This is responsible supervisory and organizational work, dealing with operation of the Transfer Station's solid waste and recycling programs, supervising other full and part-time employees and volunteers, ordering supplies and scheduling recycling vendors pick-ups, scheduling proper equipment maintenance with the Head of Maintenance, advising users in proper disposal and recycling methods, assisting in enforcing all policies and procedures, and reporting any violations to the Town Manager/Transfer Station Manager immediately.

This is a full-time position, hired by the Town Manager/Transfer Station Manager.

Duties & Responsibilities:

1. Establish and maintain a safe working environment both inside the building and in the yard area. Any unsafe acts by attendants or residents are to be dealt with immediately and reported to the Town Manager/Transfer Station Manager. (Work with Head of Maintenance, Safety Officer and Town Manager/Transfer Station Manager to ensure safe operating procedures for all tasks and equipment are clearly defined, and all staff are appropriately trained.)
2. Assist users by directing them to the proper deposit areas for recycling and/or disposal of their waste;
3. Arrange for the timely swap of waste and recycling containers with appropriate contractors;
4. Order all supplies on a timely basis;
5. Collect fees (or review collections by other attendants) as needed from users and contractors disposing of materials subject to the fee schedule established by the Select Board, and submit all fees collected daily to the Town Office;
6. Maintain an accurate record of material deposits made by contractors (amount, from whose property, etc.);
7. Manage collection of all recyclable materials, and arrange container shipments to maintain appropriate flow through site;
8. Work with Town Manager/Transfer Station Manager to resolve any related recycling issues.
9. Record any violations of the Ordinance, Rules and Regulations, and/or fee schedule and report these violations to the Town Manager/Transfer Station Manager ASAP for follow-up;

Assistant Transfer Station Manager

Job Description

10. Maintain a record of the following and submit to Town Manager/Transfer Station Manager by last day of each month, minimum;
 - a. Schedule contractor swaps for recyclables, metals, demolition debris and MSW;
 - b. Supply bills of Lading for recyclables, demo, MSW and metal removal haulers;
 - c. Fees collected from residential and contractor activity,
 - d. Daily activity log;
11. Supervise and assist full and part-time Attendants and volunteers;
12. Establish work schedules and coverage during sick, vacation and other time-off periods;
13. Collect, review and submit time sheets for Town Manager/Transfer Station Manager approval;
14. Work with Head of Maintenance to organize equipment P.M. schedules;
15. Conduct and/or assist with all operations as necessary;
16. Maintain communication with the Town Manager/Transfer Station Manager regarding facility operations, provide a periodic update identifying problems & violations, current conditions, and equipment-supplies-repairs needed;
17. Participate in yearly budgeting and site planning sessions;
18. Attend Solid Waste and Recycling Committee meetings as requested by Town Manager/Transfer Station Manager;
19. And any such other duties as the Town Manager/Transfer Station Manager may assign.

Requirements:

Good communications skills, some supervisory skills, basic mechanical and mathematical skills, good record keeping skills, team orientation, ability to physically perform full range of site duties and equipment operations.

Training

Must have or be willing to obtain DEP Transfer Station Operator certification, and be willing to continue all necessary training for effective site operations.

Town of Readfield

Head of Maintenance – Job Description

Nature of Work

This position is responsible for general maintenance and janitorial duties for all Town buildings and grounds; performing minor highway maintenance; winter plowing of parking lots, hydrants, and sidewalks; maintaining or scheduling maintenance of all Town equipment; supervising road maintenance and reconstruction as delegated, and any other duties as directed by the Town Manager.

Requirements of Work

- Ability to work independently or with minimal supervision efficiently;
- Possess the initiative to identify and complete tasks;
- Ability to perform manual labor tasks;
- Ability to organize personal work schedule;
- Ability to communicate clearly and courteously with fellow employees, and the general public;
- Ability to work a flexible schedule;
- Ability to supervise part-time workers and contractors;
- Ability to use and maintain tools and powered equipment used in various maintenance and repair tasks, including one-ton truck, tractor, backhoe, mowers, chainsaws, etc;
- Possess a current Maine Driver's License, with a clean driving record.

Duties & Responsibilities (Which include but are not limited to:)

Daily Town Office Janitorial Duties (may be delegated or split other employees):

- Vacuum and/or mop Town Office entrance, stairs & customer waiting area, as needed;
- Clean restroom sinks and toilets;
- Check trash and recycling for removal, if needed

Weekly Janitorial Duties (may be delegated or split other employees) at the Town Office, Fire Station, and Library:

- Vacuum all floors weekly or as directed;
- Clean vinyl and wood floors;
- Collect and remove rubbish from all buildings and grounds;
- Maintain inventory of cleaning supplies;
- Maintain inventory of food and water in Town Office kitchen (purchased by staff donations and Town Office).

Annual, Semi-annual or as-needed Janitorial duties at all Town buildings:

- Wax vinyl and wood floors;
- Change building screens and wash windows;

Basic Road, Building and Property Maintenance Duties:

- Review conditions of Town roads on regular basis at Road Commissioner's direction;
- Mark road defects with paint, cones or signs;
- Patch potholes with cold mix, and other minor road and shoulder repairs using Town tools and equipment (i.e. Town truck and backhoe);
- Cut and remove roadside brush;
- Mow roadsides annually with Town tractor;
- Order, install and replace road signs;
- Pick up and dispose of trash or large items disposed on Town roadsides;
- Perform general carpentry work and related duties for minor building repairs, as needed and approved;

Town of Readfield

Head of Maintenance – Job Description

- Assist Town Office staff, Librarian and Fire Department officers with building issues, as directed by Town Manager;
- Plow snow and sand all Town parking lots, specified conservation properties, Fire Department hydrants, and the Town sidewalk using Town equipment (i.e. town truck, plow and sander, Holder, backhoe, and snow blowers);
- Hand-shovel or snow-blow and sand all entry ways and walkways of Town Buildings according to separate schedules, as directed by Town Manager;
- Clean winter sand from walkways, sidewalk, and grounds in spring;
- Clean exterior of buildings annually or as directed;
- Assist with equipment maintenance at the Transfer Station;
- Supervise part-time or seasonal workers hired for assistance with any of the above duties;
- Supervise the mowing crew in the absence of the Sexton/Groundskeeper, or when directed;
- Schedule and monitor contractors for any projects, as directed;
- Perform Transfer Station and grounds keeping duties in the absence of those employees, and as directed;
- Monitor all Town buildings and associated systems, assist with planning yearly building maintenance and improvements, implement or supervise all maintenance and improvements;
- Assist Road Commissioner with planning yearly road maintenance and improvements, implement or supervise all road maintenance and improvements as directed;
- Maintain and/or schedule all maintenance of all Town equipment;
- Perform any regional tasks as defined in an interlocal agreement for services;
- Perform additional tasks as directed and/or as negotiated with the Town Manager.

Desirable Experience and Training

- High School Graduate;
- Experience in building and grounds maintenance;
- Plowing and sanding experience;
- Clean driving record, CDL desirable;
- Basic mechanical & mathematical skills;
- Accurate record keeping and computer skills;
- Clear communication skills;
- Experience supervising other employees and working with contractors;
- Willingness to train and gain additional skills as needed for the position;
- Or any equivalent combination of experience and training.

Hired and Supervised by the Town Manager.

- This is a permanent full-time position; hired and supervised by the Town Manager; and is subject to all applicable terms of Readfield's personnel policies.

Readfield is an Equal Opportunity Employer

Readfield Groundskeeper Job Description

Nature of Work

This position involves maintaining grounds in all Town cemeteries and at all Town buildings and properties, as directed by the Cemetery Sexton. The position is part-time temporary/seasonal only with no benefits.

Qualifications:

Must have skills or be willing to train to safely operate lawn maintenance equipment, including mowers, weed-whackers, and leaf blowers. Must be physically able to do additional hand labor work with rakes, shovels, hoes, and wheel barrows, lifting up to fifty pounds. Employee must also recognize the importance of cemetery lot maintenance to the families/owners of cemetery lots.

Hired by Town Manager and Supervised by Sexton.

Duties & Responsibilities:

- Mows and weed-whacks all cemeteries and Town properties;
- Gathers and removes leaves, branches and other debris from cemeteries and Town properties;
- Reports any damage and maintenance needs to the Sexton and Town Manager ASAP;
- Participates in appropriate training, including equipment operation and basic maintenance;
- Performs related grounds keeping work as required by Sexton;
- Provides possible back-up for Transfer Station attendants, with appropriate training, if requested by the Town Manager.

Position is subject to all applicable State of Maine Labor Laws and the Town of Readfield's personnel policies.

#16

Quarterly objectives

16. Quarterly objectives

The following list of quarterly objectives and tasks with completion dates for the Town Manager were developed by the Select Board, and presented at this meeting at the request of Allen Curtis:

Objectives:

- | | |
|---|-------------------|
| 1. Complete a written legal log by | February 28, 2014 |
| 2. Take a time management course by | March 30, 2014 |
| 3. Deliver an Employee evaluations of every employee by | April 30, 2014 |
| 4. Start to advertise for volunteers to take on the website and Messenger tasks now | April 30, 2014 |
| 5. Quarterly update of existing and potential inter local opportunities | Each Quarter |
| 6. Office Organization | April 30, 2014 |
| a. File paperwork that is stacked up in office | |
| b. Chairs available to sit in without emptying them | |
| c. Stacks of paperwork thru-out office-clean up (get a file cabinet) | |
| d. Keep a professional appearance in your office area-(Sue Reay's request) | |

Respectfully Submitted

Allen J. Curtis
Select Board Member.

In addition to the above tasks, the Town Manager would include the following quarterly objectives:

1. Prepare budget proposal sections for review with Budget Committee according to posted schedule through March 27, 2014. Plan and attend additional meetings as needed.
2. As part of budget process, plan seasonal actions for different departments, including road maintenance and reconstruction, building maintenance and improvements, cemeteries and Town grounds maintenance, solid waste operations, Town Office services, equipment and contracted service requirements, insurance and legal service needs, and capital improvement planning.
3. Continue weekly and as-needed meetings with employees to follow up current actions and planned purchases.
4. Prepare for and meet with Town committees as requested according to separate schedules, and follow up with any specific tasks, i.e. recycling education efforts with SWRC.
5. Monitor winter plowing operations and all Town road conditions, addressing issues as needed.
6. Continue discussions with employees related to security at all Town properties.

7. Possibly release RFP for legal services, receive and review any proposals, and develop recommendations for Select Board.
8. Send out annual requests for contractor rates for seasonal road work.
9. Consider other possible RFPs for contracted services.
10. Orient new IT consultant to Town Office network, begin routine system maintenance, plan and purchase annual equipment replacements, and continue building Town Office IT capacity.
11. Finalize the Town's 2013 financial audit with auditor and Select Board.
12. Promote the Readfield Enterprise Fund and reinvigorate the REF committee.
13. Set schedule and tasks with staff members for preparing the annual Town Meeting warrant and Annual Report.
14. Prepare for and attend bi-weekly Select Board meetings, following up specific actions as needed.
15. Write monthly submissions for the Messenger with community updates on relevant items.
16. Continue website updates with employees.
17. Continue discussions with PEG cable TV director on increasing broadcast options.
18. Continue engaging Select Board to encourage appropriate implementation of Board roles and responsibilities, i.e. provide information and guidance regarding constructive employee evaluation methods; review "chain of command" relevant to SB-employee contact and conversations; clarify Board "note-taker" role; review Board guidance to act as Board, not as individuals; review Board communication practices such as emails, and responses to residents seeking specific information or actions, and supportive responses regarding Board positions.
19. Attend meetings to resolve all outstanding personnel and legal issues.
20. Review and facilitate implementation of Select Board retreat goals and objectives.
21. Attend regional meetings as scheduled with KVCOG and officials from neighboring communities and the RSU.
22. Continue meeting with and responding to residents with specific information and assistance requests.

#17

Road Commissioner

Duties

17. Road Commissioner duties

Please see the attached sections of state law relating to the powers and duties of Road Commissioners. Readfield historically has appointed the Town Manager to serve this role.

Recently there has been a question about the reporting detail the Select Board would prefer to see in the Town's annual report related to Road Commissioner duties. MMA's legal services department has stated the Town's practice of printing audited financial data including road maintenance and reconstruction expenses in the annual report is enough to satisfy the statutory requirements. However, the Select Board could define further whatever details it would like to see printed in the annual report.

Select Board Chair, Sue Reay requests the Board to set a workshop date to review the Road Commissioner duties. Proposed dates for a workshop include Tuesday, February 18, 2014 and Wednesday, February 19, 2014. The time for a workshop would be following an executive session that will be called to start at 4:00 PM. The workshop then would go after the executive session and up to 6:00 PM on either day.

Maine Revised Statutes

§2407

Title 23:

§2702

- ▼ [§2701 PDF](#)
- ▼ [§2701 MS-WORD](#)
- ▼ [STATUTE SEARCH](#)
- ▲ [CH. 301 CONTENTS](#)
- ▲ [TITLE 23 CONTENTS](#)
- ▲ [LIST OF TITLES](#)
- ▼ [DISCLAIMER](#)
- ▲ [MAINE LAW](#)
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- ▲ [MAINE LEGISLATURE](#)

TRANSPORTATION

Part 3: LOCAL HIGHWAY LAW

Chapter 301: GENERAL PROVISIONS

Subchapter 1: ROAD COMMISSIONER

§2701. Powers and duties

The road commissioner, under the direction of a majority of the selectmen, shall have charge of the repairs of all highways and bridges within the towns and shall have authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges. The road commissioner shall give bond to the satisfaction of the selectmen and be responsible to them for the expenditure of money and discharge of his duties generally. In the absence of a statute, charter provision or ordinance to the contrary, any decision involving the duties and responsibilities of the road commissioner shall be made by a majority of the selectmen whose decision shall be final. The road commissioner's compensation shall be such sum as the legislative body votes annually. The road commissioner shall render to the selectmen monthly statements of his expenditures and receive no money from the treasury, except on the order of the selectmen. [1985, c. 80, (AMD).]

If a majority of the selectmen determine that a condition exists in any town way which creates a hazard and renders the way unsafe for travelers with motor vehicles, the selectmen shall give written notice to the road commissioner of this condition and order him to eliminate it or take interim measures to protect the public within 24 hours. If the road commissioner fails to act as directed by the selectmen, a majority of the selectmen may enter contracts or take any other steps necessary to eliminate the safety hazard. [1985, c. 80, (NEW).]

SECTION HISTORY
1985, c. 80, (AMD).

Data for this page extracted on 12/03/2013 11:58:52.

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Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§2701

Title 23:

§2703[§2702 PDF](#)[§2702 MS-WORD](#)[STATUTE SEARCH](#)[CH. 301 CONTENTS](#)[TITLE 23 CONTENTS](#)[LIST OF TITLES](#)[DISCLAIMER](#)[MAINE LAW](#)[REVISOR'S OFFICE](#)[MAINE LEGISLATURE](#)

TRANSPORTATION

Part 3: LOCAL HIGHWAY LAW

Chapter 301: GENERAL PROVISIONS

Subchapter 1: ROAD COMMISSIONER

§2702. Regular inspections

Road commissioners shall go over the roads in their towns, or cause it to be done, in April, May, June, August, September, October and November in each year, remove the loose obstructions to the public travel and, whenever so directed by the selectmen, remove all shrubbery and bushes growing within the limits of highways, not planted or cultivated therein for the purpose of profit or ornamentation, having care for the proper preservation of shade trees, and repair such defects as may occur from time to time, rendering travel dangerous, or they shall give notice of such defects to the municipal officers under a penalty of \$5 for neglect of such duty.

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Maine Revised Statutes

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§2703. Account of expenditures

The road commissioner shall keep accurate accounts, showing in detail all moneys paid out by him, to whom and for what purpose. He shall settle his accounts on or before the 20th day of February, annually, and the same shall be reported in the annual town report in detail.

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§2703

Title 23:

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TRANSPORTATION Part 3: LOCAL HIGHWAY LAW Chapter 301: GENERAL PROVISIONS Subchapter 1: ROAD COMMISSIONER

§2704. Contracts for opening or repairing ways

Towns may authorize their road commissioners or other persons to make contracts for opening or repairing their ways.

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Maine Revised Statutes

§2704

Title 23:

§2751

TRANSPORTATION

Part 3: LOCAL HIGHWAY LAW

Chapter 301: GENERAL PROVISIONS

Subchapter 1: ROAD COMMISSIONER

§2705 PDF

§2705 MS-WORD

STATUTE SEARCH

CH. 301 CONTENTS

TITLE 23 CONTENTS

LIST OF TITLES

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MAINE LAW

REVISOR'S OFFICE

MAINE LEGISLATURE

§2705. Appropriation insufficient.

When the amount appropriated is not sufficient to repair or maintain the ways, a road commissioner may, with the written consent of the municipal officers, pay an amount not exceeding 15% of the amount so appropriated in addition to the amount appropriated. [2009, c. 7, Pt. D, §1 (AMD).]

SECTION HISTORY

1991, c. 272, (AMD). 2009, c. 7, Pt. D, §1 (AMD).

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#18

Budget Process

Update

18. Budget process update

Each week through the budget process, all materials presented to the Budget Committee will also be copied for the Select Board. The Board's meeting packets will contain two weeks' worth of Budget Committee information.

The Select Board may choose to comment or ask questions about any of the budget information received. At this stage, there will be no Budget Committee recommendations included with any of the information, as this is just what the committee will review each week. Later in the budget process, the Select Board will receive all Budget Committee recommendations for all categories.

Please see the attached budget proposal information for the General Government category that includes: Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Town Boundaries, Maintenance, Grant Writing/ Planning, and Heating Assistance (non-General Assistance). The Budget Committee reviewed this information on February, 6, 2014.

Custom Budget Report

Expense

Dept/Div:	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
GENERAL GOVERNMENT / Administration								
ADMINISTRATION								
10-10 ADVERTISING	738.86	471.12	436.36	750.00	205.99	500.00	-250.00	-33.33%
10-15 ANNUAL REPORT	778.04	306.93	981.78	800.00	0.00	750.00	-50.00	-6.25%
10-20 ATTORNEY FEES	12,898.40	17,458.59	27,095.97	17,500.00	19,747.26	15,000.00	-2,500.00	-14.29%
10-25 EDUCATION	0.00	0.00	0.00	800.00	0.00	500.00	-300.00	-37.50%
10-30 ELECTIONS	1,845.61	2,025.16	2,167.24	2,000.00	753.68	2,000.00	0.00	.00%
10-45 MEMBERSHIPS	3,363.76	3,476.88	3,534.24	3,500.00	260.00	3,500.00	0.00	.00%
10-50 MISC.	347.95	227.66	702.10	500.00	1.00	250.00	-250.00	-50.00%
10-55 OFFICE SUPPLIES	3,225.63	2,690.66	1,020.69	3,750.00	4,291.23	3,750.00	0.00	.00%
10-60 POSTAGE	2,178.93	2,156.29	1,535.42	2,500.00	1,762.37	2,500.00	0.00	.00%
10-65 Newsletter	1,279.85	0.00	1,638.88	1,500.00	11.86	1,500.00	0.00	.00%
10-75 RECORDING - REGISTRY OF DEEDS	1,989.00	1,833.00	2,049.00	2,250.00	2,134.00	2,750.00	500.00	22.22%
10-77 Selectboard Supplies	2,004.34	5,506.70	2,066.17	2,500.00	1,128.73	2,000.00	-500.00	-20.00%
10-78 SB Employee Recognition	867.00	0.00	0.00	550.00	0.00	500.00	-50.00	-9.09%
10-80 TRAINING & CONFERENCES	660.00	921.00	605.00	1,500.00	185.00	1,000.00	-500.00	-33.33%
10-85 VOLUNTEERS	0.00	313.06	178.63	300.00	49.06	250.00	-50.00	-16.67%
10-90 SUBSCRIPTIONS	0.00	187.99	391.99	200.00	198.33	200.00	0.00	.00%
ADMINISTRATION	32,177.37	37,575.04	44,403.47	40,900.00	30,728.51	36,950.00	-3,950.00	-9.66%
FINANCIAL								
12-10 CASH MANAGEMENT CHARGES	172.00	26.00	0.00	0.00	0.00	0.00	0.00	.00%
FINANCIAL	172.00	26.00	0.00	0.00	0.00	0.00	0.00	.00%
INSURANCE								
15-20 HEALTH INSURANCE	43,555.40	36,331.15	37,683.02	40,008.00	29,240.25	41,804.00	1,796.00	4.49%
INSURANCE	43,555.40	36,331.15	37,683.02	40,008.00	29,240.25	41,804.00	1,796.00	4.49%
PERSONNEL								
20-20 FICA	14,178.56	13,815.90	13,833.56	13,315.00	8,476.43	13,576.00	261.00	1.96%

Custom Budget Report

Expense

Dept/Div:	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs"		Man Req vs Curr Bud Change %
							Curr Bud	Change \$	
Administration CONT'D									
20-30 MILEAGE	248.57	278.08	678.02	500.00	196.03	500.00	500.00	0.00	.00%
20-40 RETIREMENT	15,321.30	13,860.69	14,214.34	14,145.00	10,566.92	13,565.00	-580.00	-580.00	-4.10%
20-50 TM Mileage & Phone	583.72	1,442.28	1,200.25	1,450.00	840.94	1,450.00	0.00	0.00	.00%
20-60 WAGES	160,709.14	153,778.78	153,483.78	155,145.00	93,952.36	159,200.00	4,055.00	4,055.00	2.61%
20-65 INCOME PROTECTION PLAN	1,537.49	1,451.58	1,555.27	1,550.00	901.47	1,580.00	30.00	30.00	1.94%
PERSONNEL	192,578.78	184,627.31	184,965.22	186,105.00	114,934.15	189,871.00	3,766.00	3,766.00	2.02%
STIPEND									
25-20 CONSTABLE	0.00	150.00	150.00	150.00	0.00	150.00	0.00	0.00	.00%
25-30 HEALTH OFFICER	0.00	0.00	0.00	300.00	0.00	300.00	0.00	0.00	.00%
25-50 SELECTMEN	3,250.00	4,250.00	4,250.00	4,250.00	2,125.00	4,250.00	0.00	0.00	.00%
STIPEND	3,250.00	4,400.00	4,400.00	4,700.00	2,125.00	4,700.00	0.00	0.00	.00%
UTILITIES									
40-80 TELEPHONE	1,051.53	1,061.95	2,775.37	1,500.00	2,723.64	4,700.00	3,200.00	3,200.00	213.33%
UTILITIES	1,051.53	1,061.95	2,775.37	1,500.00	2,723.64	4,700.00	3,200.00	3,200.00	213.33%
CONTRACT SERVICES									
50-15 RESTORATION OF RECORDS	2,266.66	2,507.00	2,100.00	2,350.00	2,390.00	2,000.00	-350.00	-350.00	-14.89%
50-20 AUDIT SERVICES	4,500.00	4,800.00	4,800.00	4,800.00	4,300.00	4,800.00	0.00	0.00	.00%
50-25 COMPUTER SUPPORT	4,312.39	5,132.76	5,045.10	5,200.00	5,139.88	5,200.00	0.00	0.00	.00%
50-86 TIRE DISPOSAL	11.00	59.00	0.00	100.00	0.00	50.00	-50.00	-50.00	-50.00%
50-91 HOUSE HOLD HAZARDOUS WASTE	660.33	969.22	1,124.22	1,000.00	0.00	1,000.00	0.00	0.00	.00%
50-95 WEB HOSTING	399.60	450.00	400.00	450.00	450.00	450.00	0.00	0.00	.00%
CONTRACT SERVICES	12,149.98	13,917.98	13,469.32	13,900.00	12,279.88	13,500.00	-400.00	-400.00	-2.88%
EQUIP OPERATION, REPAIR, MAINT									
60-10 COMPUTER REPAIR & MAINT	638.94	1,259.88	1,152.78	1,200.00	629.98	1,200.00	0.00	0.00	.00%
60-20 OFFICE EQUIP REPAIR & MAINT	0.00	59.98	159.98	250.00	0.00	250.00	0.00	0.00	.00%

Custom Budget Report

Expense

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 10-12 GENERAL GOVERNMENT / Insurance CONT'D								
Insurance	23,417.87	26,924.70	22,283.75	21,250.00	27,675.21	21,250.00	0.00	.00%
Dept/Div: 10-15 GENERAL GOVERNMENT / Office Equip Lease/Purchase								
ADMINISTRATION								
10-60 POSTAGE	228.75	300.00	157.50	300.00	228.75	305.00	5.00	1.67%
ADMINISTRATION	228.75	300.00	157.50	300.00	228.75	305.00	5.00	1.67%
INSURANCE								
INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACT SERVICES								
50-80 TS CONTAINER RENTAL	0.00	316.75	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACT SERVICES	0.00	316.75	0.00	0.00	0.00	0.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
EQUIP OPERATION, REPAIR, MAINT	1,469.94	3,993.12	2,537.63	1,950.00	1,124.55	1,950.00	0.00	.00%
60-25 OFFICE EQUIPMENT LEASES	1,469.94	3,993.12	2,537.63	1,950.00	1,124.55	1,950.00	0.00	.00%
EQUIPMENT REPLACEMENT								
65-10 COMPUTER HARDWARE	664.53	0.00	0.00	1,200.00	356.00	1,200.00	0.00	.00%
65-30 CAPITAL EQUIPMENT	1,248.70	0.00	549.95	1,200.00	0.00	500.00	-700.00	-58.33%
EQUIPMENT REPLACEMENT	1,913.23	0.00	549.95	2,400.00	356.00	1,700.00	-700.00	-29.17%
BUILDING O&M								
BUILDING O&M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Office Equip Lease/Purchase	3,611.92	4,609.87	3,245.08	4,650.00	1,709.30	3,955.00	-695.00	-14.95%
Dept/Div: 10-20 GENERAL GOVERNMENT / Assessing								
ADMINISTRATION								
10-40 Publications	2,812.00	0.00	24.40	2,500.00	1,800.00	2,000.00	-500.00	-20.00%

Custom Budget Report

Expense

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 10-20 GENERAL GOVERNMENT / Assessing CONT'D								
10-55 OFFICE SUPPLIES	200.33	44.03	14.99	100.00	5.29	75.00	-25.00	-25.00%
10-60 POSTAGE	936.12	939.87	724.80	1,000.00	847.43	1,000.00	0.00	.00%
10-75 RECORDING - REGISTRY OF DEEDS	530.31	131.91	130.43	250.00	0.00	200.00	-50.00	-20.00%
ADMINISTRATION	4,478.76	1,115.81	894.62	3,850.00	2,652.72	3,275.00	-575.00	-14.94%
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
UTILITIES								
40-80 TELEPHONE	278.69	289.09	183.40	300.00	0.00	0.00	-300.00	-100.00%
UTILITIES	278.69	289.09	183.40	300.00	0.00	0.00	-300.00	-100.00%
CONTRACT SERVICES								
50-10 ASSESSING AGENT	16,791.63	17,999.96	17,999.96	22,500.00	8,750.00	22,500.00	0.00	.00%
50-25 COMPUTER SUPPORT	4,997.62	4,985.85	5,235.14	5,500.00	5,124.67	5,500.00	0.00	.00%
CONTRACT SERVICES	21,789.25	22,985.81	23,235.10	28,000.00	13,874.67	28,000.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	901.32	639.40	617.50	650.00	668.10	700.00	50.00	7.69%
PUBLIC WAYS OPERATION & MAINT	901.32	639.40	617.50	650.00	668.10	700.00	50.00	7.69%
Assessing	27,448.02	25,030.11	24,930.62	32,800.00	17,195.49	31,975.00	-825.00	-2.52%
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement								
ADMINISTRATION								
10-10 ADVERTISING	0.00	0.00	62.02	100.00	0.00	75.00	-25.00	-25.00%
10-35 MANUALS	0.00	0.00	0.00	50.00	0.00	50.00	0.00	.00%

Custom Budget Report

Expense

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement CONT'D								
Code Enforcement	38,042.74	16,941.66	16,735.32	22,762.00	10,108.84	21,920.00	-842.00	-3.70%
Dept/Div: 10-40 GENERAL GOVERNMENT / Boundries								
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	0.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
PUBLIC WAYS OPERATION & MAINT	0.00	0.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
Boundries	0.00	0.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
Dept/Div: 10-50 GENERAL GOVERNMENT / MUNICIPAL MAINTENANCE								
ADMINISTRATION								
10-10 ADVERTISING	0.00	89.26	0.00	100.00	0.00	100.00	0.00	.00%
10-50 MISC.	0.00	79.32	0.00	50.00	7.00	50.00	0.00	.00%
10-55 OFFICE SUPPLIES	0.00	62.57	50.17	50.00	0.00	50.00	0.00	.00%
10-80 TRAINING & CONFERENCES	0.00	175.00	10.00	100.00	0.00	100.00	0.00	.00%
ADMINISTRATION	0.00	406.15	60.17	300.00	7.00	300.00	0.00	.00%
INSURANCE								
15-20 HEALTH INSURANCE	0.00	4,301.08	8,598.53	9,525.00	3,335.71	10,130.00	605.00	6.35%
15-60 UNEMPLOYMENT	0.00	556.80	925.92	753.00	0.00	800.00	47.00	6.24%
15-80 WORKERS COMP	0.00	1,345.84	2,837.12	2,868.00	0.00	3,080.00	212.00	7.39%
INSURANCE	0.00	6,203.72	12,361.57	13,146.00	3,335.71	14,010.00	864.00	6.57%
PERSONNEL								
20-20 FICA	0.00	1,871.33	3,461.17	3,815.00	2,484.25	3,930.00	115.00	3.01%
20-30 MILEAGE	0.00	200.75	61.34	100.00	99.44	125.00	25.00	25.00%
20-40 RETIREMENT	0.00	277.13	1,675.54	2,490.00	1,157.01	2,585.00	95.00	3.82%
20-60 WAGES	0.00	21,748.04	39,504.83	47,340.00	27,765.40	48,775.00	1,435.00	3.03%
20-65 INCOME PROTECTION PLAN	0.00	193.68	298.55	355.00	177.58	360.00	5.00	1.41%
20-90 CLOTHING ALLOWANCE	0.00	93.98	197.98	200.00	0.00	300.00	100.00	50.00%

Custom Budget Report

Expense

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 YTD	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 10-50 GENERAL GOVERNMENT / MUNICIPAL MAINTENANCE								
CONT'D								
PERSONNEL	0.00	24,384.91	45,199.41	54,300.00	31,683.68	56,075.00	1,775.00	3.27%
UTILITIES								
40-10 CELL PHONE	0.00	120.00	360.00	480.00	280.00	480.00	0.00	.00%
	0.00	120.00	360.00	480.00	280.00	480.00	0.00	.00%
ASSESSMENTS								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
60-30 FUEL/OIL	0.00	1,906.89	0.00	250.00	0.00	0.00	-250.00	-100.00%
60-40 Tools Repair & Maint	0.00	676.41	224.09	100.00	190.31	100.00	0.00	.00%
60-51 TOWN TRUCK	0.00	3,729.33	0.00	0.00	0.00	0.00	0.00	.00%
60-53 TOWN SANDER	0.00	322.95	0.00	0.00	0.00	0.00	0.00	.00%
60-60 Equipment Lease/Rent	0.00	45.00	0.00	150.00	78.49	150.00	0.00	.00%
60-74 Personal Protective Gear	0.00	0.00	0.00	0.00	87.40	150.00	150.00	100.00%
	0.00	6,680.58	224.09	500.00	356.20	400.00	-100.00	-20.00%
EQUIPMENT OPERATION, REPAIR, MAINT								
EQUIPMENT REPLACEMENT								
65-50 TOOLS	0.00	350.61	342.86	250.00	10.05	250.00	0.00	.00%
	0.00	350.61	342.86	250.00	10.05	250.00	0.00	.00%
EQUIPMENT REPLACEMENT								
BUILDING O&M								
70-60 MAINTENANCE	0.00	85.90	0.00	0.00	0.00	0.00	0.00	.00%
70-70 SUPPLIES	0.00	0.00	18.00	50.00	0.00	50.00	0.00	.00%
	0.00	85.90	18.00	50.00	0.00	50.00	0.00	.00%
BUILDING O&M MUNICIPAL MAINTENANCE	0.00	38,231.87	58,566.10	69,026.00	35,672.64	71,565.00	2,539.00	3.68%

Custom Budget Report

Expense

Dept/Div:	2011		2012		2013		2014		2014		2015		Man Req vs"		Man Req vs Curr Bud Change %
	Actual		Actual		Actual		Budget	YTD	Manager	Curr Bud Change \$					
10-50 MISC.															
GENERAL GOVERNMENT / Grant Writing & Planning	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00%	
ADMINISTRATION	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00%	
Grant Writing & Planning	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00%	
10-70 GENERAL GOVERNMENT / Heating Assistance															
ADMINISTRATION	0.00	738.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
10-50 MISC.	0.00	738.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
ADMINISTRATION															
UTILITIES	431.90	910.80	1,508.56	1,500.00	1,508.56	467.51	1,500.00	467.51	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00%	
40-60 HEATING	431.90	910.80	1,508.56	1,500.00	1,508.56	467.51	1,500.00	467.51	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00%	
UTILITIES	431.90	1,649.10	1,508.56	1,500.00	1,508.56	467.51	1,500.00	467.51	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00%	
Heating Assistance	378,526.45	392,646.60	416,278.59	445,551.00	416,278.59	285,490.40	445,551.00	285,490.40	448,640.00	3,089.00	448,640.00	448,640.00	3,089.00	.69%	
GENERAL GOVERNMENT															
Expense Totals:	378,526.45	392,646.60	416,278.59	445,551.00	416,278.59	285,490.40	445,551.00	285,490.40	448,640.00	3,089.00	448,640.00	448,640.00	3,089.00	.69%	

#19

Other (if needed)

19. Other (if needed): The Select Board may add other items to the agenda.

20. Public Communications: Members of the public may address the Select Board on different topics, according to the Board's public communications policy. Total time for this item is limited to 15 minutes, unless extended by Select Board vote.