

**Readfield Select Board
Regular Meeting
Agenda**

March 24, 2014

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

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of March 10, 2014; and special meeting of March 12, 2014 – 5 minutes;
2. **Warrant: 21** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments

6. Ballot clerks for June 2014 election – 5 minutes

Unfinished Business:

7. Spirit of America nominations – 5 minutes
8. Legal services RFP: responses to questions – 10 minutes

New Business:

9. Weathervane liquor license renewal – 5 minutes
10. 2013 Audit review – 5 minutes
11. PSAP contract renewal – RCC – 5 minutes
12. Security camera proposals – 10 minutes
13. Budget process updates – 10 minutes
14. Other (if needed)

Public Communications – 15 minutes

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

Executive Sessions

16. Poverty abatement application
17. Select Board duties

Adjournment

#1

Minutes

Readfield Select Board
Regular Meeting Minutes March 10, 2014 - Unapproved

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Larry Dunn.
Others attending: Richard Barton, Ray Renner, John Parent, Debora A. Doten, Thomas A. Dunham, Lenny Reay and Sandra Rourke.

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

(1) Minutes: Motion by Mr. Durgin, **second** by Ms. Pomerleau to approve the minutes of 02/19/2014 as corrected; **vote** 5-0-0.

Motion by Ms. Pomerleau, **second** by Mr. Durgin to approve the minutes of 02/21/2014 as written; **vote** 5-0-0.

Motion by Mr. Curtis, **second** by Ms. Pomerleau to approve the minutes of 02/24/2014 as corrected; **vote** 5-0-0.

(2) Warrant: The warrant was reviewed by Ms. Pomerleau. **Motion** by Ms. Pomerleau to remove \$204 for the survey monkey, bringing the total of the approved warrant to \$319,425.32, **second** Mr. Curtis; **vote** 5-0-0.

(3) Select Board communications:

- Mrs. Reay referenced a draft letter concerning a recent letter from Milt Wright in regard to the Bartons. There was a discussion regarding possible conflicts of interest while serving as committee members. The letter will be edited.
- There was a discussion about board attendance at upcoming RSU and town budget meetings. John Parent said the budget committee meeting on 03/27/2014 has been moved to 03/25/2014, but this meeting may not be necessary.
- Mr. Durgin said all five board members attended the RSU meeting last week. He noted none of the state-elected officials were in attendance. He said costs that are out of the RSUs' control are directly related to state funding. Mr. Curtis shared an estimated copy of state revenue funding, which is in the amount of \$8,667,901.45.
- Mr. Dunn said the library building committee met recently. The committee is beginning to work on both building and funding options.
- Mr. Curtis will attend the KVCOG meeting on 03/11/2014. Mr. Curtis led a discussion about a budget item for security cameras at the town office and transfer station and internet access at the transfer station. John Parent said Mark Birtwell has provided proposals and the money in the budget now would not cover any of them. Mr. Pakulski will again provide a write up as to why security cameras may be necessary. Mr. Curtis said the transfer station attendants need internet access in order to look up what is recyclable or not.

(4) Town Manager:

- **Motion** by Mrs. Reay to reopen the motion of 02/24/2014 to close the Town Office on 04/02/2014 so all employees can attend a Verbal Judo training session and be open from 5-6 pm, **second** Mr. Durgin; discussion – Ms. Pomerleau offered her spot to Mr. Pakulski or to any staff that would like to attend. **Vote** 5-0-0.
- **Motion** by Mrs. Reay to remain open as usual on 04/02/2014 and Ms. Pomerleau has given her Verbal Judo spot for Mr. Pakulski to attend if his schedule permits or an alternate employee may attend, **second** Mr. Durgin; **vote** 5-0-0.
- Mr. Pakulski said the legal log is available for review at the town office at any time.
- The solid waste committee meeting will be held on 04/09/2014 instead of 04/12/2014.
- Mr. Curtis asked if any additional applications have been received for the CDBG. Mr. Pakulski said he has handed out applications to a few more potential customers but none have been returned yet.

(5) Boards, Committees, Commissions & Departments:

- John Parent was in attendance to answer questions in regard to the budget process. He said Heritage Days is falling on hard times and he is not in favor of the town funding \$5,000 for this. Mr. Parent also said the committee spent a significant amount of time discussing security cameras and if this is not going to be a budget item, in the future he would like to know this to prevent wasted time.
- CEO: consent agreement: The document is an FYI only.
- Library meeting minutes were noted as received.

(6) Ad Hoc Public Works Committee: A first draft of directives and an example spreadsheet were provided. There was a board discussion. Mr. Durgin said any residents who wish to be on the committee will need to fill out an application. It was noted the time cost to do this work is being tracked. A summary as to whether public works was a loss or gain to the town was requested at end of the committee's work. Mr. Durgin suggested developing a plan to respond to the very lengthy email from Deb Doten and Peter Davis. Mrs. Reay said time is needed to get the information together.

(7) Spirit of America awards - nominations: Two nominations have been received; the deadline for additional nominations has changed to 03/24/2014.

(8) Budget process update: Mr. Dunn has not sent his update to the board yet. Ms. Pomerleau will do an RSU update this week. Mrs. Reay is working on her 03/06/2014 update. Mr. Curtis thanked the budget committee, town manager and everyone else involved for their diligence on the budget. Mr. Curtis would like the zero line items removed.

(9) Road Commissioner duties review: Mrs. Reay said the documents were included for clarification purposes only. She does not feel there is a need for a new policy or an ordinance. There was a discussion. Mrs. Reay asked that any additional suggestions be turned in to the town manager for the next meeting's agenda. If nothing is received, the topic will either be dropped or revisited at an appropriate time.

(10) Legal Services RFP responses review: Mr. Curtis gave a summary. There was a discussion. Mrs. Reay has additional questions she would like answered prior to making a decision, primarily the cost of drafting and composing of emails. Mr. Curtis said longevity and familiarity with the town should carry some weight in the decision making process. Mrs. Reay asked the board to email her additional questions through Mr. Pakulski. This will be revisited at the next meeting. The board was in unanimous consent to eliminate Jensen Baird from consideration.

(11) Municipal order for application of payments for unpaid taxes: Motion by Mrs. Reay to sign the document for how to apply tax payments received, pursuant to Title 36 MRSA Sec. 906, **second Ms. Pomerleau; vote 5-0-0.**

(12) Pending foreclosures: Included in the packet as an FYI.

(13) Other: Mrs. Reay noted the Town Manager was not happy with the position of the staff table. She provided background on the decision to move the table. There was a discussion.

FYI: The First Park annual budget meeting was noted. Steve Monsulick will attend on behalf of the town. The public is welcome to attend.

(14) Public Communications:

- In response to a recent request, Mrs. Reay offered a definition of town manager objectives.
- Mrs. Reay read the public communications policy.
- Tom Dunham asked about a job description for the road commissioner. He has questions in regard to statutory requirements. He has requested information but feels he has received incomplete information. Mrs. Reay asked him to provide a draft document detailing what information he wants in order for the board to understand.
- Ray Renner asked about road costs that go out to bid. Mrs. Reay explained the purchasing policy, change orders and contractor rate sheets. Mr. Pakulski said costs vary depending on the type of road project and gave an explanation. There was a discussion.

- Mr. Durgin reiterated his personal policy for responding to emails. If they are harassing or belittling, he does not respond to them.

(15) Poverty abatement application: **Motion** by Mrs. Reay to enter into executive session to deliberate over an abatement request pursuant to Title 36 MRSA Sec. 841-2 and invite the town manager and applicant to attend, **second** Mr. Durgin; **vote** 5-0-0.

Recorded by Deborah Nichols

The board closed the public meeting at 8:35 pm and immediately entered into executive session.

The board exited executive session at 9:21 pm. **Motion** by Mrs. Reay, **second** by Mr. Curtis to grant the abatement in the amount of \$1,364.42 pursuant to Title 36 MRSA Sec. 841-2; **vote** 5-0-0.

Motion by Mrs. Reay to enter into executive session pursuant to Title 1 MRSA 405 Sec. 6-D for labor negotiations and invite the town manager to attend, **second** Mr. Durgin; **vote** 5-0-0.

The board entered executive session at 9:27 pm and exited at 9:50 pm with no further action.

Recorded by Stefan Pakulski

Readfield Select Board
Special Meeting Minutes March 12, 2014 - Unapproved

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

Others attending: Stefan Pakulski (Town Manager), Lenny Reay, Bill Brown

The meeting was called to order at 4:33 pm by Sue Reay, Chair.

Motion by Mrs. Reay, **second** by Ms. Pomerleau, to enter executive session pursuant to MRSA Title 1, section 405 6 D for labor negotiations and invite the Town Manager. **Vote:** 5-0.

The Board entered executive session at 4:34 PM

The Board left executive session and reconvened in open session at 4:45 PM.

Motion by Mr. Durgin, **second** by Mr. Curtis, to enter executive session pursuant to MRSA Title 1, section 405 6 A for a personnel issue, with the Town Manager and Lenny Reay invited to attend. **Vote:** 4-0-1 (Reay abstained).

Mrs. Reay recused herself and left the meeting.

The Board entered executive session at 4:47 PM.

Mr. Durgin invited Mrs. Reay to join the executive session at about 5:00 PM. Mrs. Reay left the executive session at about 5:30 PM.

Mr. Durgin invited Mr. Brown to join the executive session at about 5:30 PM. Mr. Brown left the executive session at about 6:00 PM.

The Board left executive session and reconvened in open session at 6:52 PM.

The Board discussed how to proceed. Mr. Curtis offered a statement for the Board to consider and the rest of the Board worked with him to revise it as follows:

“In regard to the formal complaint made by Reay Excavation and Trucking Inc. on January 15, 2014, the Readfield Select Board could not come to consensus after extensive review of all information presented, and will take no further action on this complaint.”

Motion by Mr. Durgin, **second** by Mr. Curtis, to accept the statement above as written.

Discussion followed that Mr. Durgin should send a letter with the statement to the complainant.

Vote: 4-0.

Mr. Durgin adjourned the meeting at 7:07 pm.

Respectfully submitted by Stefan Pakulski

#2

**Warrant
Presented
at Meeting**

#3

Select Board

#4

Town Manager

4. Town Manager report and task updates

In addition to regular duties and preparation for this meeting, the Town Manager also worked on the following:

- Budget Committee meetings: The Town Manager prepared for and participated in meetings on March 13 and 20, 2014.
- Executive session: Attended final Select Board executive session related to resident complaint on March 12, 2014.
- 2013 Road reconstruction project data: Provided more details on project estimates and costs to Select Board member Allen Curtis and Road Committee chair Peter Davis for further review and analysis.
- Legal services proposals follow-up: Called and informed lead attorney at each firm that submitted a proposal and informed them of the Select Board's decision and remaining process. Developed and submitted questions for remaining two firms still in consideration.
- Bank building visit: Joined members of the Library building committee to review the Bank of Maine building, to look at whether it could be considered as a possible new site for the library.
- Contractor rate sheets: As one aspect of the purchasing policy, sent out letter and rate sheets to area contractors to seek quotes for labor, material and equipment rates for the coming season. Have received two sets of quotes back so far.
- Monitoring of snowplow contract: Contacted the contractor, McGee Construction related to lack of salt prior to large storm and quality of sand being used. Also asked contractor to reposition any Town road signs knocked down during plow season by the end of March.
- Compactors maintenance: Arranged maintenance of trash and recycling compactors at Transfer Station by Atlantic Leasing. Town employees will conduct additional routine maintenance to help extend equipment life.
- Healthy Communities: Met with representative of this group to work on assessment of community for healthy activities, stressing items like trails and sidewalk.
- Public calls: Answered calls for information, assistance and complaints on a range of topics.
- Legal consultation: Worked with the Select Board Chair, Vice Chair and legal counsel on approach to employees' bargaining unit petition. Also conferred with MME legal services on variety of items related to Town Meeting warrant articles and executive session rules.
- Annual Statewide Manager Interchange: The Town Manager would like to attend this event on March 28, 2014 in Bangor. This will include sessions on social media for local government and review of legislative issues affecting towns.

#5

**Boards,
Committees,
Commissions
& Departments**

5. Board, Committees, Commissions and Departments

From the Town Clerk:

- 1.) I have attached the list of 2011 unpaid taxes with will foreclose on April 9th.

Please plan on going over the 2011 Foreclosures at your April 7th Select Board Meeting.

By April 7th the Town Manager and CEO would have inspected the properties up for foreclosure as per our policy and will be able to report to the Board on the conditions of each property and give their recommendations as to whether it would be prudent for the Town to foreclose on each property.

I would be expecting a vote on any you do not want to foreclose on because I will have to stop the procedure on the 8th because foreclosure will automatically happen on the 9th.

I think a couple of the names will fall off this list by Monday, March 24th so I will update the Town Manager on that day before the meeting.

- 2.) I have also included a "Critical Date Schedule for the upcoming Annual Town Meeting" I hope this helps with keeping us all on track.
- 3.) I also wanted to mention that I am going to try to put Select Board minutes in the Messenger each month. If the minutes are more than 2 pages then they will be a synopsis of the minutes. I think this might help those people who do not have cable TV to watch the meeting or have internet to be able to go read the minutes on line. Of course, I only can use approved minutes so we might get some comments that they are out dated or to old at that point to put in. I will do the best I can to keep things as current as possible.

2011 Tax Foreclosurer List

Readfield
09:24 AM

Lien Process Edit List

3/20/2014
Page 1

Year : 2011 Interest as of 03/06/2014

Acct Name	Principal	Lien Int	Costs	rrrent Int	Total
11 *Alleborn Douglas A NO MORTGAGE HOLDER- Made a big payment and didn't include extra charges (re-notified) 622-1600 talked with owner and said he would send balance 3/19	24.67	0.00	0.00	0.04	24.71
14 *Blake Michael J MAINE STATE EMPLOYEES CREDIT UNION Mortgaged and they usually will pay if customer does not	2,221.48	69.63	72.48	127.57	2,491.16
1445 *Bourque Megan S Savings Bank of Maine Mortgaged and they usually will pay if customer does not-has been in and paid half off	918.38	0.00		0.81	919.19
1327 *Choate Richard W Instamortgage.com Mortgaged and they usually will pay if customer does not	759.98	23.82	72.48	43.64	899.92
2017 *Colpitt Isreal T Savings Bank of Maine Mortgaged and they usually will pay if customer does not	638.32	0.87	72.48	26.51	738.18
989 *Dubois Duane H WINTHROP FEDERAL CREDIT UNION Mortgaged and they usually will pay if customer does not	736.28	0.00	33.92	31.15	801.35
1870 *Dyer Karl & Dyer Angela D. WINTHROP FEDERAL CREDIT UNION Mortgaged and they usually will pay if customer does not	1,867.43	58.46	72.48	10723.00	2,105.60
1037 *Evans Tina Z & Evans Ronald C. WINTHROP FEDERAL CREDIT UNION-Foreclosurer Talked to bank and will pay if they don't Bank is working out with resident in mediation	723.59	0.00	21.98	30.53	776.10
379 *Fogg Timothy NO MORTGAGE HOLDER	1,567.14	0.00	15.49	67.32	1,649.95

403 *French Lloyd A & French Lori A PEOPLES HERITAGE BANK Mortaged and they usually will pay if customer does not	829.50	9.00	72.48	33.82	944.80
710 *Lucas Philip L III/Lisa Billington Cushnoc Bank and Trust Was over \$1400 and customer said she would be back to pay off-3-19 sent another reminder since she said she would be back	54.29	0.00	0.00	0.11	54.40
152 *Maranacook Motors Savings Bank of Maine-Foreclosurer Mortaged and they usually will pay if customer does not	3,600.82	112.85	72.48	206.77	3,992.92
633 *Oakes Robert D & Oakes Laurie A WINTHROP FEDERAL CREDIT UNION-Foreclosurer Talked with Mortgage holder and they will pay if customer does not Bank is in mediation with resident	347.45	8.57	72.48	19.95	448.45
991 *Readfield Family Market *P/P58 Savings Bank of Maine-Foreclosuer Mortaged and they usually will pay if customer does not	3,893.12	122.02	72.48	223.56	4,311.18
834 *Sullivan William WINTHROP FEDERAL CREDIT UNION- Mortaged and they usually will pay if customer does not-242-5969- talked with Bill and is paying off 3/21	163.22	0.00	15.98	2.72	181.92
155 *Violette Ronald P/P#113 Savings Bank of Maine-Foreclosurer Mortaged and they usually will pay if customer does not	3,964.22	124.24	72.48	227.65	4,388.59

Count: 15 Totals: 22,309.89 529.46 739.69 1,150.29 24,729.33

CRITICAL DATES FOR ANNUAL TOWN MEETING

June 10 and June 12, 2014

March 17, 2014	Nomination Papers Available from Town Clerk. 30-A MRSA, Sec. 2528(4) (85 days)
March 24, 2014	Appointment of Election & Ballot Clerks for the Polls. 21-A MRSA, Sec. 503
April 1, 2014	Deadline for Petitioners for a request to be put on the warrant
April 7, 2014	Select Board Reviews the Warrant for the first time
April 22, 2014	Select Board Approves the Warrant with all changes
April 28, 2014	Nomination Papers due to Town Clerk 30-A MRSA, Sec. 2528(4) (45 days)
	The following documents due to Town Clerk: 30-A MRSA, Sec. 2528(5) (45 days)
	1.) Warrant
	2.) Certification of Proposed Ordinance
April 30, 2014	Deadline for Town Report Articles
May 12, 2014	Absentee ballots available 21-A (30 days prior to vote)
	(I would like to have Town Reports ready at this time also)
May 23, 2014	Last day to post public hearing for any referendum questions (7 days prior to hearing)
May 30, 2014	Last day to hold a public hearing on any ordinance (10 days prior to voting)
June 3, 2014	Last date to post Warrant of Town Meeting 30-A MRSA, Sec. 2523(4) (7 days prior)
June 10, 2014	Town Meeting opens with elections from 8:00 am to 8:00 pm
June 12, 2014	Town Meeting re-convenes at 6:00 pm to consider remaining articles on warrant (if the date is so voted by the Select Board)

Maranacook Area School District

Regional School Unit No. 38

A Caring School Community Dedicated to Excellence

Donna H. Wolfrom, Ed.D.
Superintendent of Schools

Tel. 207-685-3336
Fax. 207-685-4703

Ryan Meserve
Special Education Director

Brigette Williams
Finance Manager

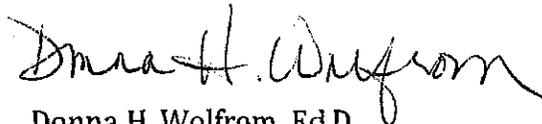
March 19, 2014

To the Select Board Members and Town Managers of Manchester, Mount Vernon, Readfield, and Wayne:

Traditionally the RSU #38 School Board has contacted a candidate to be nominated as moderator at the RSU #38 Annual Budget Meeting. The moderator has the challenging duty to recognize all parties who wish to speak and to facilitate the voting process. This year Attorney Richard A. Spencer will be nominated as a candidate for this position. The process of nominating a moderator will be, as usual, the first warrant article. It is the desire of the Board to provide citizens with the name of at least one experienced moderator for consideration. Certainly all nominations from the floor will be recognized and considered for vote by the citizens of RSU #38 and the majority vote will elect the moderator.

I would like to thank members of your Select Board for attending and participating in the RSU #38 School Board budget meetings to date and would encourage you to continue to attend the deliberation meetings. An understanding of the budget and the budget process is crucial to strengthening the ties between the Select Boards and the RSU #38 School Board in order to provide a quality education for our students and ensure the future of our towns.

Sincerely,



Donna H. Wolfrom, Ed.D.
Superintendent of Schools

DHW/df

#6

Appointments

Appointment of the 2014 Ballot & Election Clerks

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

<u>DEMOCRATS</u>	<u>Date</u>	<u>REPUBLICANS</u>	<u>Date</u>
Blanchard, Ellen _____		Palmer, Marilyn _____	
Peterson, Karen _____		Keene, Grace _____	
Nadeau, Bonnie _____		Rourke, Sandra _____	
Hutchinson, Kristi _____		Buss, Anita _____	
Stanley, John _____		Clark, Sonya _____	
Stanley, Elaine _____		Bagley, David _____	
Lake, Brenda _____		Woodsum, Kathryn _____	
Wright, Milton _____		Woodsum, Steve _____	
Durgin, Greg _____		Molokie, Thomas _____	

Select Board of Readfield

_____ Sue Reay	_____ Greg Durgin
_____ Lawrence Dunn	_____ Allen Curtis
_____ Valerie Pomerleau	

TOWN OATH

I, **Robin L. Lint**, hereby certify that the above clerks, by signing this page personally appeared before me and took the following oath:

I, _____, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, _____, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Ballot and Election Clerk according to the Constitution and laws of the State. So help me God.

Before me, **Robin L. Lint**, Town Clerk of Readfield

#7

**Spirit of
America
Nominations**

7. Spirit of America nominations

The Select Board received five separate Spirit of America nominations for this year. The Board will not seek further nominations.

Different Select Board members will volunteer to present the separate awards at Town Meeting in June.

#8

Legal services RFP

8. Legal services: responses to questions

The Select Board Chair and Town Manager worked on a series of follow-up questions for two legal firms still in consideration for the Town's legal services contract. All Select Board members and Town employees were invited to provide input for these questions. Please see the questions and responses below from Lee Bragg at Bernstein Shur. Stephen Langsdorf at PretiFlaherty also received a list of questions, but he is on vacation and will respond as soon as he returns.

Responses From Lee Bragg at Bernstein Shur:

1. How would your firm calculate charges for time spent reading and drafting e-mail messages, or for phone calls lasting only a few minutes? Is there a minimum charge for any contact?

There is no minimum charge for communicating with attorneys in the office. We generally do not bill for quick exchanges that only require a few minutes to provide information.

2. From your experience with similar-sized towns, what would you recommend as an annual legal expense?

Having represented towns exclusively since leaving MMA in 1976 (it surprises me to type that date), I have long been convinced that it is very difficult for a town to accurately predict its legal budget on a consistent basis. Unanticipated issues often arise after the budget is adopted, although the actual expenditure of money for legal services remains within the control of the municipal officers during the budget cycle and only occurs at their direction.

The majority of the towns that I represent have populations under 5000. In those towns, the legal budgets can remain in the range of a few thousand dollars for many years, but then escalate significantly when a major issue arises. The nature of the tax base is often a factor, as in the case of clients like Baileyville, Bucksport, Millinocket and East Millinocket which have large industrial complexes that often create legal issues for those towns. Economic development initiatives, codes enforcement efforts and other types of matters vary from town to town and from year to year.

There are only a few types of legal matters on which a town might be forced to expend legal fees without choice by the Board. Tax abatement cases and appeals from permit denials are two examples of matters not covered by insurance that might require the unanticipated expenditure of legal fees.

3. What billing approach tends to provide the best value for towns, i.e. an hourly rate or a retainer, or combination?

All billing arrangements are intended to provide fair value of service for fair compensation. A retainer arrangement offers some predictability, but would not represent good value for a town if legal needs turned out to be less than predicted. Some retainer agreements are merely escrows against which fees are charged, resulting in no fee advantage for a town. Hourly arrangements are almost universal in municipal work, with quoted fee caps sometimes being used in cases where the amount of work for a particular project is reasonably predictable.

4. Would Bernstein Shur consider discounted rates for other attorneys in the firm? Would this decision be up to the attorneys who are shareholders in the firm?

Yes, and this could be done on a case by case basis before a matter is assigned to another attorney.

5. Would your firm consider only billing for one attorney's rate when more than one attorney may confer on a subject for the Town?

Under our billing policy, the answer is a function of whether both attorneys add value by having the consultation. In other words, if I can resolve a question with 30 minutes of my time and 30 minutes of another attorney's time rather than 2 hours of my time, both attorneys should bill 30 minutes. We do not bill for two attorneys when one attorney is answering a quick question from another attorney, even though the discussion saves the first attorney considerable time in resolving a particular point. Further, I do not bill for discussions that transition cases to other attorneys. The billing approach is always about fair value within the instructions from the client. I am always willing to discuss fees before a matter is undertaken and after a matter is concluded. My practice is built on clients feeling that they received fair value for the fees paid.

6. Would your firm be willing to provide detailed billing along with invoices to show exactly the time spent on each activity by each attorney? Yes.
Would this cost more to provide? No.

7. Would your firm expect a contract with the Town to be longer than a one-year term?

Attorneys are ethically prohibited from entering into contracts that have a guaranteed term. Employment of an attorney is always "at will", although a contract can cover other details such as rates and scope of services.

8. If your firm was chosen, would you meet with the Select Board to review any other concerns prior to signing a contract?

I would welcome the opportunity to meet with the Board. Personal interaction is important to a good working relationship.

#9

**Weathervance Liquor
License Renewal**

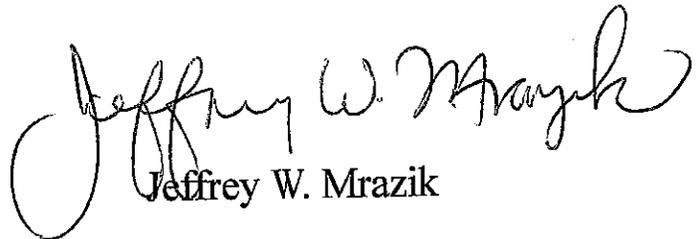
March 5, 2014

Town of Readfield
8 Old Kents Hill Rd
Readfield ME. 04355

Re: Weathervane Restaurant
Liquor license renewal

Dear Folks,

This April 18th marks the beginning of our 14th year of business. Attached is our application for liquor license renewal. Could you please put it on your next selectman meeting. I will not be attending unless you need me. Thank you in advance.



Jeffrey W. Mrazik

**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.
To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES 4/17/2014

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) Jeffrey W. Mrazik DOB: 6/5/57 Glenn B. Mrazik DOB: 1/1/61 North Shore Restaurant Corp. DOB: _____			2. Business Name (D/B/A) Weatherman Restaurant & Lounge		
Address 1030 Main St			Location (Street Address) 1030 Main St		
City/Town Kendfield		State ME	Zip Code 04355		
Mailing Address Same as Above			City/Town Kendfield		
State ME		Zip Code 04355	State ME		Zip Code 04355
Telephone Number 207-685-9410		Fax Number 207-685-3490		Business Telephone Number 207-685-9410	
Federal I.D. # 01-0541893		Fax Number 207-685-3490			
			Seller Certificate # 10566177		

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 275386 LIQUOR \$ 200022.
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

9. Business records are located at: 1030 Main St. Kendfield ME 04355

10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine?

YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Jeffrey W. Mrazik	6/5/57	Waterbury Ct
Gloria B. Mrazik	1/1/61	Waterbury Ct

Residence address on all of the above for previous 5 years (Limit answer to city & state)

1030 Main St Rendfield ME 04355
Mount Vernon ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Full Service Restaurant Lounge Serving on 2 Floors, located @ 1030 Main St Rendfield ME

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1000 ft Which of the above is nearest? School

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Rendfield ME on March 5, 2014

Town/City, State

Date

Signature of Applicant or Corporate Officer(s)
Jeffrey W. Mrazik

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)
Gloria B. Mrazik

STATE OF MAINE
Liquor Licensing & Inspection Unit
 164 State House Station
 Augusta, Maine 04333-0164
 Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: North Shore Restaurant Corp
 Business D/B/A Name: Weatherlane Restaurant & Lounge
2. Date of Incorporation: 3/15/2001
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Jeffrey W. Mrazik	1030 Main St Randolph ME 04355	6/5/57	50	President
Gloria B. Mrazik		1/1/61	50	manager
	213 North Rd Mount Vernon ME 04352			

6. What is the amount of authorized stock? 100 SHARES Outstanding Stock? _____
7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO.
9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ On: _____ Date

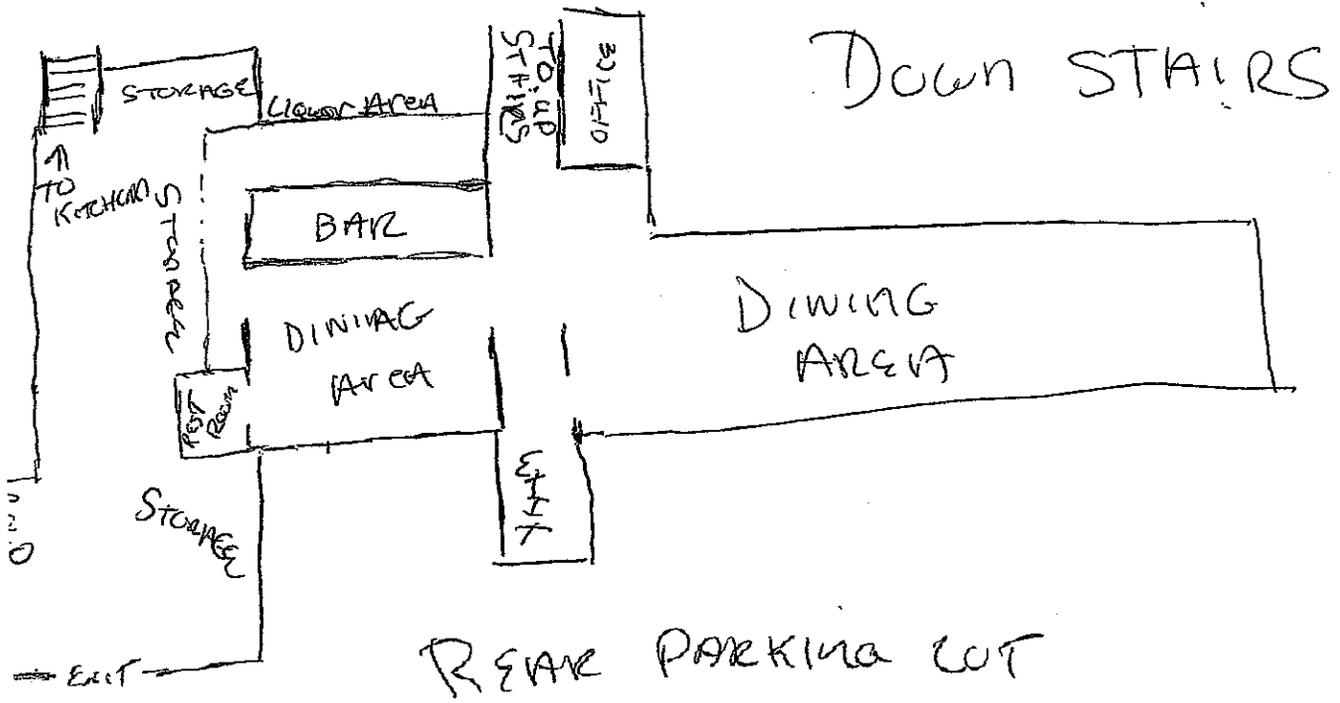
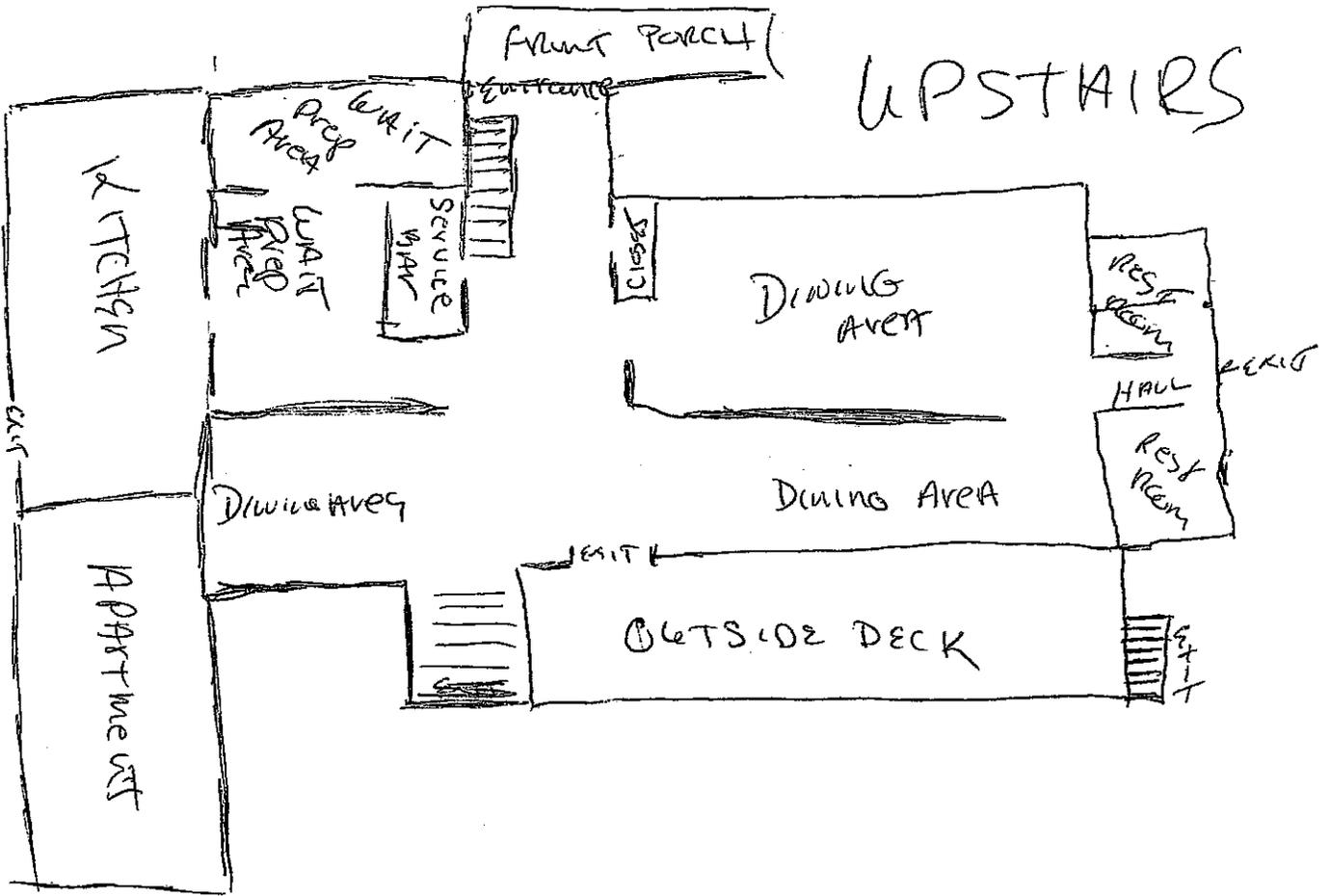
City/Town

Jeffrey W. Mrazik
 Signature of Duly Authorized Officer

Date: 3/5/14

Jeffrey W. Mrazik
 Print Name of Duly Authorized Officer

PREMISE DIAGRAM



NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE..... \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: _____ Municipal Officers _____ County Commissioners of the
_____ City _____ Town _____ Plantation _____ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS
NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c.730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
4. **No license to person who moved to obtain a license. (REPEALED)**
5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#10

2013 Audit Review

10. 2013 Audit review

The Town's auditor, RHR Smith & Co., will provide a final draft copy of the Town's 2013 audit for initial review. If the Board would like a presentation and more detailed discussion, a representative from RHR Smith & Co. could attend a future meeting.

Board members will receive hard copies of the draft audit in their mailboxes, as soon as the copies are available.

#11

PSAP

Contract renewal

RCC

11. PSAP contract renewal

Please see the attached contract from the Department of Public Safety for a Public Safety Answering Point (PSAP) to provide Law Enforcement dispatch services for the next fiscal year.

The annual cost for this service will remain the same as in the current fiscal year at \$15,293. This amount is calculated partly based on population of 2,598 and a total of dispatch 586 calls in 2012.

(Somerset County also will provide a new contract soon at the same rate of \$2 per capita as the current fiscal year contract.)

The Select Board could consider a motion to approve the contract at presented, and then sign the copies to share with the Department of Public Safety.



STATE OF MAINE
Department of Public Safety
Consolidated Emergency Communications Bureau
42 State House Station
Augusta, Maine
04333-0042

RECEIVED
MAR 07 2014

Paul R. LePage
GOVERNOR

John E. Morris
COMMISSIONER

March 12, 2014

Dear Township Manager,

Enclosed you will find three (3) copies of a contract for the continuation of Public Safety Answering Point (PSAP) and/or public safety dispatching services, between the Department of Public Safety and your community.

Please review this contract and sign page 8 of all three copies, and return all three copies of the contract to me;

Cliff Wells
Department of Public Safety
Emergency Communications Bureau
45 Commerce Dr. Suite 1
42 State House Station
Augusta, ME 04333

When I have received them, I will have the Commissioner sign them and one will be returned to you for your records.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cliff Wells'.

Cliff Wells
Director

INTEGRITY * FAIRNESS * COMPASSION * EXCELLENCE

Offices located at: 45 Commerce Drive, Suite #1, Augusta, Maine
(207) 624-7001 (Voice) (888) 524-7900 (TDD) (207) 287-3428 (Fax)

AGREEMENT
BETWEEN
STATE OF MAINE, DEPARTMENT OF PUBLIC SAFETY
AND
TOWN OF READFIELD

This Agreement is between the State of Maine, Department of Public Safety, with a mailing address of 104 State House Station, Augusta, Maine 04333-0104 (“Department”) and the Town of Readfield, with a mailing address of 8 Old Kents Hill Road, Readfield, Maine 04355 (“Town”), hereinafter referred to jointly as the “Parties”.

WHEREAS, the Town of Readfield has an obligation to provide Public Safety Law Enforcement Dispatch services; and

WHEREAS, the Town wishes to contract with the Department for the provision of law enforcement dispatch services; and

WHEREAS, the Department is willing to provide law enforcement dispatch services:

NOW THEREFORE, in consideration of the premises and the covenants set forth herein, the Parties agree as follows:

1. The Department agrees to furnish to the Town all qualified personnel, facilities and materials necessary to provide Public Safety Law Enforcement Dispatch services as set forth in Attachment A to this Agreement (“Project”).
2. The Department shall provide to the Town:
 - a. A quarterly statistical report of law enforcement dispatch services;

b. Transcripts of 9-1-1 calls received in connection with the performance of law enforcement dispatch services under this Agreement, upon the request of the Town;

c. Copies of tapes of radio calls received in connection with the performance of law enforcement dispatch services under this Agreement, upon the request of the Town (for court and investigative purposes); and

3. The Town shall pay to the Department a fee for Public Safety Law Enforcement dispatch services pursuant to the Local Jurisdiction Fee Schedule as developed and approved by the Maine Communications System Policy Board. For purposes of determining the total annual fee of \$15,293.00, for the Town of Readfield during the period commencing July 1, 2014, and ending June 30, 2015, the census population data of 2,598, and dispatched call volume for 2012 of 586 the local jurisdiction has been used. The census data population number is subject to revision at the time of any extended term of this Agreement, and shall be set forth in any amendment to the Agreement. The Department shall invoice the Town quarterly.

4. The term of this Agreement shall be twelve (12) months commencing July 1, 2014, and ending June 30, 2015. The Town may extend the term of the Agreement on the same terms and conditions for an additional twelve (12) month period by giving the Department written notice of such request sixty (60) days prior to the expiration of this Agreement. Any extension of the term of this Agreement must be approved by both Parties in writing as an amendment to the Agreement.

5. This Agreement may be terminated by either Party for convenience by notifying the other Party in writing of the termination six (6) months prior to the date of

termination. In the event of such termination, the Parties agree to work together to ensure continuation of dispatch services.

6. The Department and the Town shall each appoint a Project Administrator.

7. The Parties shall comply with all applicable state and federal laws, rules, and regulations in performance under this Agreement.

8. The Department shall maintain all books, documents, records and other materials, in whatever form, pertaining to this Agreement and retain such books, documents, records and other materials during the term of this Agreement and for such period of time as required by the Maine Archivist and the accounting and auditing practices of the State of Maine. The Department shall make the books, documents, records, and other materials available for inspecting and copying in accordance with the provisions of the Maine Freedom of Access law.

9. This Agreement shall be governed by the laws of the State of Maine.

10. The Town may request changes in the work ("Change Request") to be performed by the Department. A Change Request shall be in writing and submitted to the Department's Project Administrator. Within fifteen (15) days of receipt of a Change Request, the Department shall provide to the Town Project Administrator a written statement indicating whether the Change Request has a price or schedule impact. If there is a price or schedule impact, the statement shall include a description of the estimated price increase or decrease and any impact on schedule. In the event the Parties agree to the Change Request, they shall attempt to negotiate in good faith the terms and conditions for implementation of the Change Request. A Change request shall not be effective unless memorialized in writing and signed by both Parties.

11. The Town Project Administrator shall have responsibility for coordinating the performance of dispatch services by the Department, including, but not limited to:

- a. Reviewing written planning documents prepared by the Department;
- b. Being available to the Department Project Administrator during normal business hours for consultation and decision making;
- c. Forming a Dispatch Advisory Sub-Committee (“Advisory Sub-Committee”) that will be responsible for providing advice to the Maine Communications System Policy Board regarding dispatching services (optional); and
- d. Scheduling and attending regular meetings of the Advisory Sub-Committee.

12. The Department’s Project Administrator shall have responsibility for coordinating the performance of dispatching services with the Town including, but not limited to:

- a. Preparing written planning documents that set forth dispatching service tasks in detail;
- b. Being available to the Town Project Administrator during normal business hours for consultation and decision making;
- c. Attending meetings of the Advisory Sub-Committee if formed;
- d. Supervising Department personnel involved in providing dispatch services; and
- e. Ensuring that dispatching services are performed in accordance with Department standards.

13. The Parties acknowledge that during performance of this Agreement they each may be exposed to or acquire confidential information. Subject to the requirements of federal and State law, the Parties agree to hold such information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose such information to third parties or to use such information for any purpose other than for the provision of dispatch services. The Parties shall advise each of their employees, agents and representatives of their obligations to keep such information confidential. The Parties shall use reasonable efforts to assist each other in identifying and preventing any unauthorized use or disclosure of such information. Without limitation of the foregoing, the Parties shall make reasonable efforts to advise each other immediately in the event that either learns or has reason to believe that any person who has had access to such information has violated or intends to violate either the terms of this Agreement, or applicable law and will reasonably cooperate in seeking injunctive relief against any such person. Nothing in this Section 13 shall prohibit disclosure of public records or other information by either party when such disclosure is permitted by Maine's Freedom of Access law, 1 M.R.S.A. sec. 401 *et seq.*, or by court order. Responses to requests for public records related to this contract shall be made jointly and cooperatively by the Parties. The terms of this Section 13 shall survive the expiration or termination of this Agreement.

14. In the event of any dispute arising during the term of this Agreement concerning performance of the work under the Agreement, either party shall serve notice of such dispute on the other party and the Commissioner of Public Safety. The Commissioner shall decide the dispute, reduce the decision to writing, and serve a copy on both Parties. The Commissioner's decision shall be final, unless either party seeks relief under applicable law.

15. The Parties shall not be deemed to have waived any provision of this Agreement unless expressed in writing and signed by the waiving Party. The Parties agree that they shall not assert in any action relating to the Agreement that any waiver occurred between the Parties that is not expressed in writing. The failure of any Party to insist in any one or more instances upon strict performance of any of the terms and provisions of the Agreement, or to exercise an option or election under the Agreement,

shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement.

16. The Department shall have the right to terminate this Agreement in the event of a material breach or default by the Town of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by the Town of written notice of such breach from the Department. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then the Town shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided the Town has exercised reasonable efforts and taken appropriate action to begin cure of the breach or default within the initial thirty (30) day cure period.

17. The Town shall have the right to terminate this Agreement in the event of a material breach or default by the Department of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by the Department of written notice of such breach from the Town. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then the Department shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided the Department has exercised reasonable efforts and taken appropriate actions to begin cure of the breach or default within the initial thirty (30) day cure period.

18. This Agreement is subject to available budgetary appropriations and shall not create any obligation on behalf of the Town in excess of such appropriations. In the event insufficient funds are appropriated to fund this Agreement, or if funds are de-appropriated, the Town shall immediately notify the Department of such action. The failure of the Town to meet its obligations under this Agreement as a result of insufficient funding may be deemed by the Department as a breach of this Agreement.

19. The Department shall be excused from its performance obligations under this Agreement if and to the extent that the Department's provision of dispatching

services is prevented or rendered functionally useless by circumstances including, but not limited to, telecommunications failures, damage to equipment, or other physical causes resulting from an act of God, act of war, riot, fire, explosion, flood or other catastrophe, or any other event beyond the control of, and that could not reasonably be foreseen by, the Department. In such an event, to the extent that circumstances may reasonably allow, the Department shall promptly take all appropriate and necessary actions within its power to restore dispatch services to the fullest extent possible, in accordance with this Agreement.

20. The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

21. This Agreement contains the entire agreement of the Parties with respect to the matters addressed therein. This Agreement may not be amended except upon the express written agreement of the Department and the Town.

22. In the event of any litigation between the Parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

ATTACHMENT "A"

SPECIFICATIONS OF SERVICES TO BE PERFORMED

The Department agrees to provide the Town with emergency communication services for appropriate service providers. These include, but are not limited to, Fire, Rescue, Animal Control, and Law Enforcement.

[Appropriately tailored for PSAP-only services, dispatch-only services or PSAP and dispatch services.]

- A. Provide adequate facilities, equipment and personnel to carry out the purposes stated in the PSAP standards of the State of Maine.
- B. Provide call answering, which shall include but not be limited to all emergency and non-emergency calls for service.
- C. Provide dispatching service, which shall include but not be limited to dispatching personnel and equipment for emergency and non-emergency calls for service, dispatching for all on-going incidents, as well as coordination of all support services as deemed appropriate by the Incident Commander and/or authorized agency personnel.
- D. Provide METRO/NCIC (Maine Telecommunications and Routing Operations System/National Crime Information Center) services, as needed or requested by the Law Enforcement branch of the Town. A Secondary Users Agreement must be signed by the Chief Law Enforcement Officer of the City/Town.
- E. Ensure that all the calls for service are dispatched to the appropriate service providers for the Town.
- F. Provide all services in the most cost effective and efficient manner possible.

#12

Security Camera

proposals

12. Security camera proposals

Per Sue Reay's request from the previous meeting, this information is brought to the Select Board to review the background related to seeking quotes for security camera systems for the Town Office and Transfer Station.

The Town Manager and staff began exploring security cameras and different systems in the spring of 2013. The Town Manager's report to the Select Board on July 12, 2013 included the following:

"Security cameras update: Please see attached letter from Ed MacDonald from MMA's Risk Management division." That memo is attached again here.

On October 7, 2013 the Town Manager's report also noted a recent security incident at the Town Office that underlined the possible need for security cameras and other considerations.

Please also see the attached item #9 "Other" from the May 20, 2013 Select Board packet that was a major reason for exploring security systems.

The SB minutes of May 20, 2013 included: "(8) (Out of order) Other: An incident at the town office with a disgruntled resident and current procedures for handling this as well as suggestions for future incidents was discussed. Mrs. Woodsum summarized her memo that was included in the packet. Different scenarios and methods of dealing with staff safety were discussed, such as the posting of rules and installing an 'employees only' sign on the front office door. A professional review of the workspace design may be considered."

On May 31, 2013 the Town Manager's report to the Board included: "Town security – The Town Manager sought and received input from Ed MacDonald at MMA's Risk Management services on this topic. Ed will review security options at the Town Office in the near future. Head of Maintenance, Mark Birtwell also contacted several security firms to review Town Office and Transfer Station. After further discussion, there may be a proposal for the Select Board to consider for improving security at these locations."

Discussion of security systems always included the Transfer Station site due to handling of cash there, the repeated reports of theft of items and after-hours dumping of materials that require disposal fees, and for safety of employees on a remote site not visible from the road.

Please see the attached proposals received last year from several security firms for different camera systems. The quotes probably are out of date, but are a starting point for looking at those types of systems.



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

Telephone No.
(207) 626-5583
(800) 590-5583 Maine Only
Fax (207) 626-0513
Fax (207) 624-0127

July 12, 2013

Stefan Pakulski, Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

RE: Site Visit 6-18-13, Security of Town Office

Dear Stefan:

Thank you, Robin, Karen, Mark and Theresa for meeting with me on June 18th to discuss building and staff security at the Town Office. This letter will review our discussion and offer some additional suggestions.

The Town Office currently has a key pad entry system, smoke detectors, door entry warnings (bell tone), motion sensors and door alarms, two "panic button" alarms and a camera monitoring the front door (non recording) that is owned by an employee. "Protection One" monitors the alarm system. Weaknesses include areas in the main entry lobby / elevator areas and upper stairway which are out of view; night entry / after- hours use; control of persons in the building from entering unauthorized areas and minimal established protocol for managing angry or hostile persons.

We looked at possible locations for camera monitoring, both on the main floor and second floor. I think that the locations recommended by Mark (working with a provider) are logical and encourage installation.

The Town should create a simple, written, employee policy for security procedures and investigate sources for employee training. During my visit I told you about a Verbal Judo course that I had taken that teaches "tactical communication" (the use of presence and words) to focus on the behaviors of others while maintaining the safety of themselves and others. I have since found that an eight- hour course is being offered at MMA on December 4th, 2013 and encourage you to send some employees. Additional information is available on the MMA Web-site.

We discussed ways to create an "escape route" that would allow employees working on both sides of the building to leave the building using the rear exit. To make this work, a door (locking) would have to be placed to isolate the corridor to the rear exit from the main lobby. While this appears the simplest solution for escape from a situation involving violence, it would impede required access to secondary egress. There is technology available to install a door that would be normally open and close with the activation of a "panic button". It, of course, would have to meet requirements of the 101 Life Safety Code and be approved by the State Fire Marshall's Office (FMO), Plan Review Division. I spoke with Rich McCarthy, Assistant State Fire Marshall and his office is available to review sketch plans and offer assistance. I think the Town would benefit from asking the FMO to visit the facility and offer advice. Rich can be

contacted at 626-3886. Information and additional contacts for the Plans Review Division can be found at the following web-site:
<http://www.maine.gov/dps/fmo/contact.html>.

We also discussed the value of the addition of smoke/heat detectors in the enclosed portion of the attic and the removal of paper files stored on the third floor, which are a concern from both a floor loading and fire perspective.

Lastly, we discussed other areas within the Town where cash is handled and the need to evaluate risk and establish reasonable controls for these areas.

Stefan, thank you again, for the time and interest afforded by your staff. Please don't hesitate to contact me if you have questions or we can be of additional assistance.

Sincerely,

Edward A. MacDonald
Loss Control Manager

cc: John Waterbury, SLCC

Enclosures: none

8. Other

On April 23, 2013 there was an incident with a resident at the Town Office that prompted a letter from a contractor to the Select Board:

From: Jacki Robbins

To: Greg Durgin, Andy Tolman, Sue Reay

I only know three emails of the Selectman so you three are getting my email instead of all of you. I am only in the office one day a week so I am not sure how often this happens, but yesterday morning (a resident), came in and verbally assaulted (several employees). (Another employee) wasn't there so didn't have to listen. I was upset that (the resident) could talk to these people that way and also realized how unproductive (those) criticisms were given the manner they were given out. All it does is cause emotional wear and tear on the people who are trying to do their job.

Isn't there any way (the resident) can be limited to talking to the Selectman or putting complaints in writing so nobody has to tolerate that? In my 20 years of working in Towns I have NEVER witnessed such venom.

Nobody is perfect and we all should be able to deal with criticism, but, working in the Town Office we have no where we can go to avoid the "assault". Just wondering..... Jacki

This message was then shared with the rest of the Select Board. The Town Manager also shared the following review of the current Town Office procedure for dealing with such incidents:

The procedure (developed with legal advice and State Police input) is for employees to listen to anyone who comes in, to make sure employees understand any comment or question, and to respond to the best of staff abilities and according to applicable laws in each case. Residents and other members of the public have the right to enter the building to conduct business or exercise their rights to obtain public information. However, they also are expected to behave in a respectful manner consistent with the nature of Town operations. If someone becomes angry, employees try to defuse the situation if possible, perhaps with relevant information, provided in a calm, clear response. If the person still is not able to exhibit self-control, the employees will try to get the person to leave the building as quickly and peacefully as possible. Many issues frustrate the public and some people may need to vent in different ways. But the Town employees will not tolerate harassment or abuse from anyone - public and staff alike - and take care to inform people of that. If a situation warrants, an employee will call 911 immediately. For people who continually show disrespect and disregard for the professional nature of the Town Office or any other Town government site, they will be advised of the issue, then provided a verbal warning, followed by a written warning, then a summons for protection from harassment or a restraining order. Any of these steps can be skipped though if warranted.

Please see the attached letter, drafted in accordance with the above procedure, and sent to the resident who came to the Town Office on April 23, 2013.

Kathryn Woodsum submitted the following for discussion and recommendations regarding public behavior and Town Office security after speaking with Head of Maintenance, Mark Birtwell:

“One issue is how folks choose to conduct themselves in public and what role we can play in responding to the behavior. Basically it comes down to common courtesy. When folks do not

know how to behave they need to be instructed. When folks choose to ignore the instructions they need to abide by the consequences of their actions. People know how to behave when in public buildings that are State offices and they do so or they are physically removed by guards or police officers. Just because we are a local government office does not mean there are any different rules and expectations, nor should there be any different consequences.

In this vein, I propose that we clearly state what is inappropriate behavior for the Town office, what action will be taken when the behavior is inappropriate, and what the consequences will be. It need not be lengthy and it must not impose on any persons rights to free speech or access to government. I worked on this with you several years ago and provided you with materials concerning violence in the workplace. Maybe you still have that information or I will attempt to locate it again. I suggest we have this in place prior to Town Meeting this year.

The second issue is how we are using the Town office space. For years I have been uncomfortable with the open access to employees by folks who come in to the Town office. I think there should be extremely limited access except when invited in. This is common practice in all State offices and is not uncomfortable to the public who utilize their services. We have a window for the clerk to serve folks and that is all that should be accessible without specific invitation.

I propose that we wall off the lobby at the bathroom door. We could also remove the door at the end of the short hallway and wall that in at the lobby wall. This leaves the bathroom accessible to the public as well as the two windows and the two half doors, all of which can be closed and locked for security reasons at any point during the day. I would also propose a better utilization of the office space by having the two part-time Code Officers occupy Robin's former office where you are now, and move you to Cliff's old office where the CEO is currently. Or use that office for Mark and Karen and have you in the large office. Whichever is fine, but the point is that everyone could move freely through the secure part of the building without passing through the lobby, there would be windows in every office that is occupied full-time, and a small amount of needed storage space would be gained. Mark thought these walls could be built for less than \$1,000 if a door were needed to meet code requirements or much less if no door was needed.

As to the issue of air conditioning on that side of the building I think there is a much more cost effective alternative to expanding the central air. Please see the link here for information and pricing on a Friedrich M24CG - 24,000 BTU Single Zone Wall-Mount Ductless Split System (<http://www.abesofmaine.com/item.do?item=FRIM24CG&id=FRIM24CG&l=PLA&gclid=CKvWpOW-rYCFcuj4AodpkkAFA>) at \$1,765 not installed. These are sold through Dave's Appliance in Winthrop but I gave you the link so you could see the item.

I think that with the above changes made we would find an increase in worker productivity, a decrease in worker stress levels and a more content public. - Kathryn Woodsum"

Town of Readfield
8 Old Kents Hill Road
Readfield, Me 04355
Mark Birtwell 212-9695

ADT Security Proposal
Video Surveillance System

(Town Office)

- 1 – A-ADT8H-1TB 8 Channel Digital Video Recorder
- 1 – ALTV248175ULCB3 8 Channel Power Supply
- 1 – ADTLCD19WGB 19" LCD Color Monitor 600TVL
- 4 – A-CBVT2812PI Color Bullet D/N Camera, VF, 700TVL
2.8-12mm (office, main entrance, lobby area and upstairs)
- 1 – 808050 500' Coaxial Cable 2 Conductor 18 AWG
- 1- TC-TR6 Power Strip: Surge Spec.

Cost for Equipment and Installation \$3375.00
Cost for Full Maintenance Plan (optional) \$19.99 month
Cost for Remote Access 2dvr.com \$9.95 month
Estimated time for Installation 1 day
Cost for 4 Channel System \$2795.00

(Transfer Station)

- 1 – A-ADT8H-1TB 8 Channel Digital Video Recorder
- 1 – ALTV615DC44UCM3 8 Channel Power Supply
- 1 – Heated DVR Storage Box
- 1 – ADTLCD19WGB 19" LCD Color Monitor 600TVL
- 4 – CTRT0650G Color Turret D/N Camera VF, 600TVL
2.8-12mm (front buildings, station, Bins, Metal Frig. Area)
- 1 – 808050 500' Coaxial Cable 2 Conductor 18AWG
- 1 – TC-TR6 Power Strip: Surge Spec.

Cost for Equipment and Installation \$4975.00

Cost for Full Maintenance Plan (optional) \$19.99 month

Cost for Remote Access 2dvr.com \$9.95 month

Estimated time for install 1 day

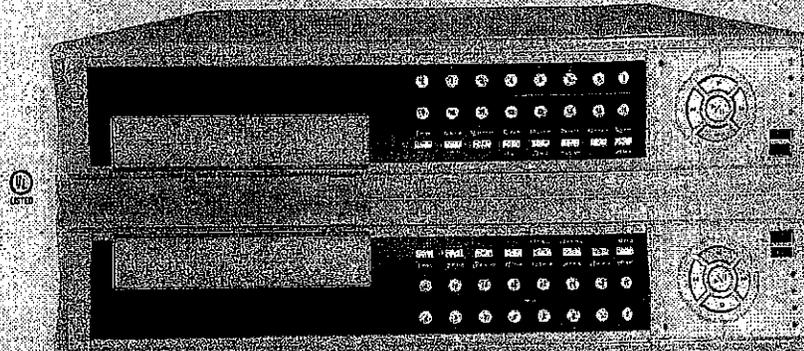
Cost for 4 Channel System \$3375.00

Hi Mark,

Thank you for giving me the opportunity to speak to you about our products and services. The 8 Channel option will give you the opportunity to expand in the future if needed. The 4 channel price is included. All equipment Specifications are attached and can be viewed at ADT-Matrix.com.

Thank You,
Richard Stark
ADT Security Services

ADT VIDEO SERVICES COMPLIANT



8 & 16 Channel, Triplex Digital Video Recorders with DVD-RW

KEY FEATURES AND BENEFITS

- 8- and 16-channel looping BNC inputs
- 4-channel audio recording / 1-channel audio playback
- Real-Time 240/480 images/second, triplex operation
- Selectable CIF, 2CIF, D1 record resolution
- Internal DVD-RW and two USB 2.0 ports
- Concurrent BNC / VGA video outputs and 1 spot monitor output
- IR remote and USB mouse included
- Powerful search modes by calendar, time-date, event, motion, museum
- 2X Digital Zoom, 1-Touch / 2-Touch Clip/Copy archiving (compressed video image files)
- Copied video includes an executable "player" software program for controlled playback
- Temperature Check, SMART Diagnosis, Auto Recovery, Auto Deletion
- Programmable Video Motion Detection (VMD) per channel
- Multiple recording modes -Time-Lapse, Alarm, Event, Pre-event, Panic and Continuous
- Programmable record options -Schedule, Record Rate, Image Quality and Resolution for each input
- Up to 30 second pre-event and 15 minute post event recording
- Remote Administration Software (RASPlus) features Monitoring, Playback, Recording, Setup, PTZ, Upgrade, Status with full Triplex operation, (User defined 64-channel view), Map integration, Multi-Site System Health Monitoring with user defined customizable panel design
- Immix® by Sureview Compatible

ORDERING INFORMATION

SCN#	Item
A-ADT8H-500	8-ch DVR, H.264, 240-ips, IR, mouse, DVD, 500GB
A-ADT8H-1TB	8-ch DVR, H.264, 240-ips, IR, mouse, DVD, 1TB
A-ADT8H-2TB	8-ch DVR, H.264, 240-ips, IR, mouse, DVD, 2TB
A-ADT16H-500	16-ch DVR, H.264, 480-ips, IR, mouse, DVD, 500GB
A-ADT16H-1TB	16-ch DVR, H.264, 480-ips, IR, mouse, DVD, 1TB
A-ADT16H-2TB	16-ch DVR, H.264, 480-ips, IR, mouse, DVD, 2TB



Business Solutions

8 & 16 Channel, Triplex Digital Video Recorders with DVD-RW

Product Specifications

Video

Video Input: 8-, 16-BNC looping inputs, auto terminating
 Main Monitor Output: BNC Composite: 1 output VGA: 1 output
 Spot Monitor: BNC Composite: 1 output
 Display Mode (main): 1, 4, 1+5, 1+7, 8, 16, Sequence, PIP, and Digital 2X Zoom
 Display Mode (spot): Full-screen, Sequence
 Display Resolution: 720 x 480 NTSC
 Record Resolution: CIF: 352 x 240, 2CIF: 704 x 240, D1: 704 x 480
 Record/Playback Rate: 480/480 ips 16 Channel (CIF)
 240/240 ips 16 Channel (2CIF)
 120/120 ips 16 Channel (D1)
 240/240 ips 8 Channel (CIF)
 120/120 ips 8 Channel (D1)
 60/60 ips 8 Channel (D1)
 Guaranteed Full-Duplex – no record rate reduction

Compression

H.264 - ISP Technology
 Embedded Linux
 Operating System (OS): Max 2 HDD with DVD-RW
 Storage: Internal DVD-RW, USB (HDD, CD-RW, Flash-Drive), IDE (CD-RW, DVD-RW)
 Data Export Medium: 8/16 TTL, NC or NO, push terminal

Alarm Inputs

Alarm Outputs: 2 Relay Out, terminal block
 Alarm Reset: 1 TTL w/ground, terminal block
 Network Interface: RJ-45 Network interface card, 10/100 Base T Ethernet
 Network Protocols: Static IP, ADSL, DHCP, DVRNS (Enhanced DDNS)
 Remote Connections: Admin: 2 / Watch 10 / Search: 2
 Remote Software: Immix[®] by SureView Compatible
 Webguard: Monitoring, Playback, Recording, Setup, PTZ, Upgrade, DVR Status

Remote Data Export

Remote Transmission Rate: RASPlus: Triplex operation, (User defined 64-channel view), Map integration, Multi-Site
 Serial Connections: System Health Monitoring
 Clip-Player, AVI, JPEG, BMP
 Maximum 60/120-ips, with Bandwidth Control
 RS232C Serial Port I/O Control

Audio Inputs/Outputs

USB Port: 1 – RS485 PTZ Control (two wire half duplex)
 Dimensions (W x H x D): 4/1 – line level (RCA connectors)
 2 USB 2.0 (front)
 16.9" x 3.5" x 15.9" (430mm x 88mm x 400mm),
 2U, Rack mount (Hardware included)

Weight

16.8 lbs. (7.6kg)
 Operating Temp: 41°F ~ 104°F (5°C ~ 40°C)
 Operating Humidity: 0% - 90% (non condensing)
 Power Requirements: 100 - 240 VAC, 1.2 - 0.6 A, 60/50 Hz, 100W
 Power Consumption: Max. 45W
 Approvals: FCC, UL*, CB, CE, RoHS

* CAUTION: Risk of Explosion if Battery is replaced by an incorrect Type. Dispose of Used Batteries According to the Instructions.

Specifications are subject to change without notice.

Storage Duration

The 8-Ch unit records up to 240 images per second and the 16-Ch unit records up to 480 images per second at CIF resolution (30-ips per channel). The tables illustrate a typical recording duration for CIF, 2CIF and D1 record resolutions with a single video input, with continuous video recording on a 500-GB hard disk drive. The actual storage duration will vary depending on the number of cameras recorded, the image quality selected, the recording speed, recording schedule, motion content of the images and the number of stored events.

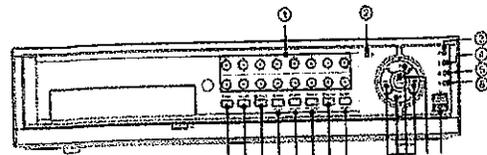
CIF (ips)	500-GB HDD			
	Basic Days	Standard Days	High Days	Very High Days
30	96.5	48.2	32.2	24.1
20	144.7	72.3	48.2	36.2
15	192.9	96.5	64.3	48.2
5	578.7	289.4	192.9	144.7
1	2893.5	1446.8	964.5	723.4

2CIF (ips)	500-GB HDD			
	Basic Days	Standard Days	High Days	Very High Days
20	72.3	36.2	24.1	18.1
15	96.5	48.2	32.2	24.1
10	144.7	72.3	48.2	36.2
5	289.4	144.7	96.5	72.3
1	1446.8	723.4	482.3	361.7

D1 (ips)	500-GB HDD			
	Basic Days	Standard Days	High Days	Very High Days
20	36.2	18.1	12.1	9
10	72.36	36.2	24.1	18.1
5	144.7	72.3	48.2	36.2
1	723.4	361.7	241.1	180.8

Storage is for one input; divide by number of cameras used.

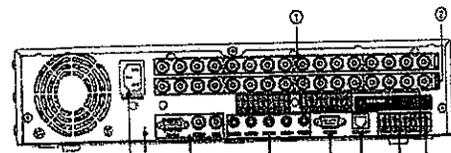
Front View



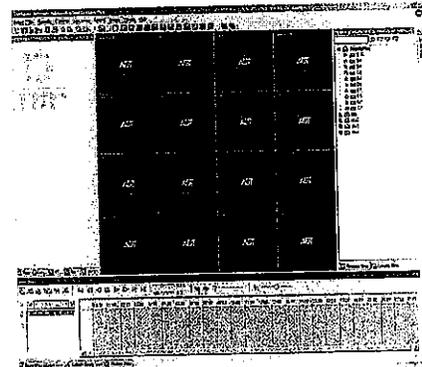
- ① Camera Buttons
- ② Power LED
- ③ HDD LED
- ④ Alarm Out LED
- ⑤ Network LED
- ⑥ Clip Copy LED
- ⑦ Panic Button
- ⑧ Alarm Button
- ⑨ Clip Copy Button
- ⑩ Zoom/PTZ Button
- ⑪ Display/SPOT Button
- ⑫ Group/Sequence Button
- ⑬ Playback Button
- ⑭ Menu/Cameo Button
- ⑮ Arrow Buttons
- ⑯ Play/Pause Button
- ⑰ USB Connector

*Select camera buttons (1-16) to view individual cameras full screens.

Rear View



- ① Video Input
- ② Video Loop Through
- ③ RS485 Port
- ④ Alarm In/Out
- ⑤ Network Port
- ⑥ RS232C Port
- ⑦ Audio In/Out
- ⑧ Video Out
- ⑨ Factory Reset Switch
- ⑩ Power Card Connector

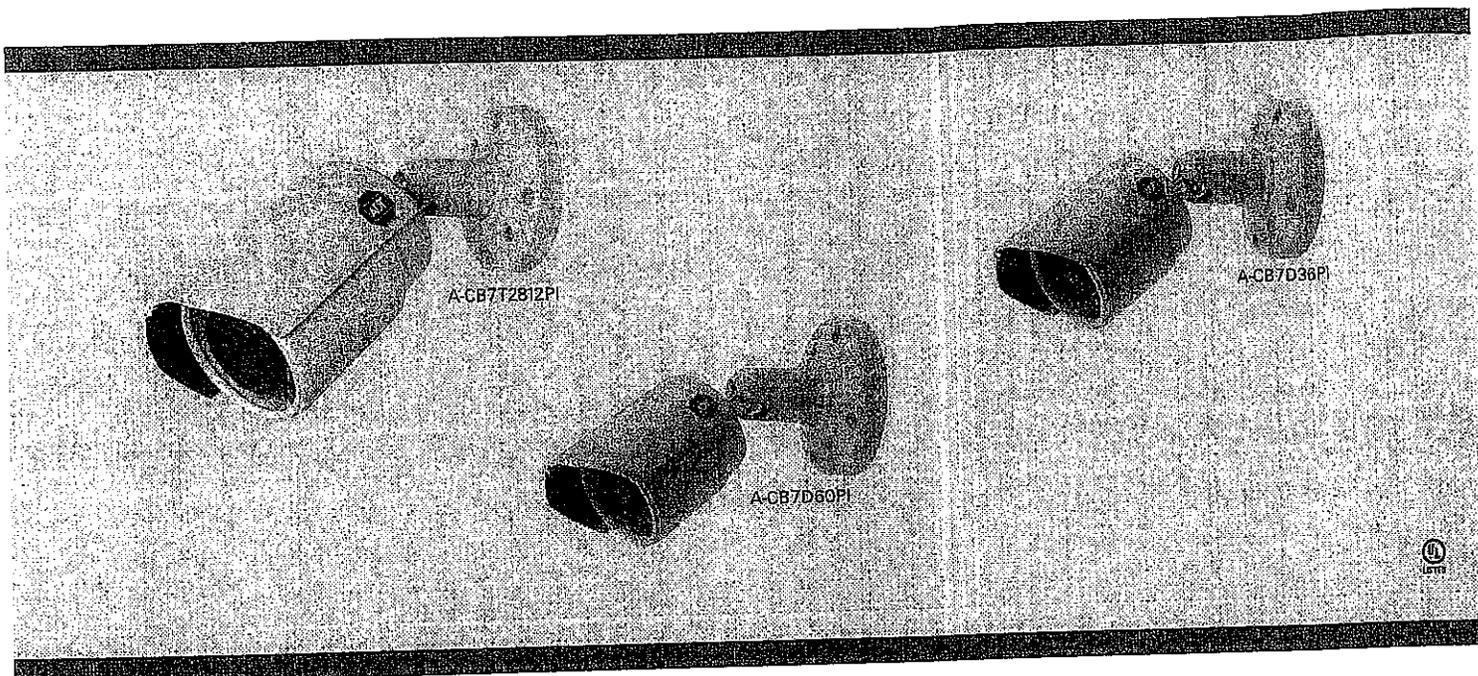


RASPlus Client Software

For more information visit www.ADT-Matrix.com

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Compact, 700TVL Bullet Cameras

KEY FEATURES AND BENEFITS

- Super-high resolution 700TVL, TRUE Day/Night and Day/Night models
- Through Mount Wiring (TMW)
- Powerful IR LED illuminators for extreme low or no light applications
- Smart-IR Technology that automatically adjusts IR LED intensity to changing lighting conditions
- Varifocal or fixed lens options
- Small unobtrusive sized housings
- IP67 environmental housing rating
- BNC / DC Jack or 2-pin power wiring connections
- Very low power usage
- 12VDC power supply included

ORDERING INFORMATION

SCN#	Item
A-CB7T2812PI	Camera, Bullet, 700TVL, TRUE D/N, 2.8~12mm VF, 12VDC, IR LEDs
A-CB7D36PI	Camera, Bullet, 700TVL, D/N, 3.6mm 12VDC, IR LEDs
A-CB7D60PI	Camera, Bullet, 700TVL, D/N, 6.0mm 12VDC, IR LEDs



**Business
Solutions**

MNI2072-01

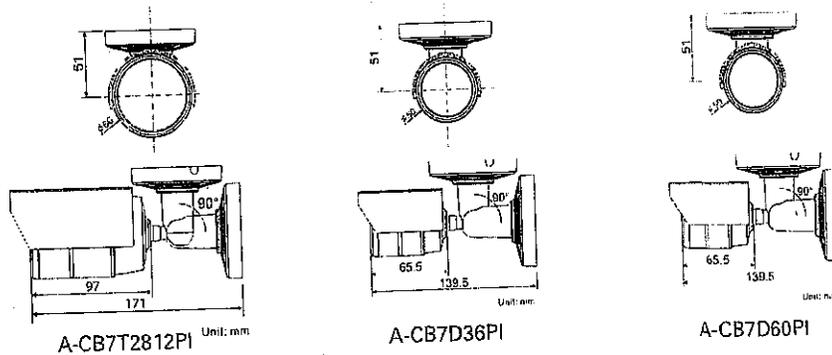
Compact, 700TVL Bullet Cameras

Product Specifications

	A-CB7T2812PI	A-CB7D36PI	A-CB7D60PI
Video			
Image sensor	1/3" Sony Super HAD CCD	1/3" Sony Super HAD CCD	1/3" Sony Super HAD CCD
Number of pixels	1020 (H) x 508 (V)	1020 (H) x 508 (V)	768 (H) x 494 (V)
Scanning system	NTSC 2:1 interlace	NTSC 2:1 interlace	NTSC 2:1 interlace
Sync system	Internal	Internal	Internal
Electronic shutter	1/60-100,000 sec	1/60-100,000 sec	1/60-100,000 sec
Resolution	700TVL	700TVL	700 TVL
Min. illumination	0.1 lux (Color) 0 lux (BW, IR On)	0.1 lux (Color) 0 lux (BW, IR On)	0.1 lux (Color) 0 lux (BW, IR On)
Video output	1.0 Vp-p (75 ohm)	1.0 Vp-p (75 ohm)	1.0 Vp-p (75 ohm)
S/N ratio	More than 50dB (AGC off)	More than 50dB (AGC off)	More than 50dB (AGC off)
Number of LEDs	30	24	24
LED Light Range	60ft (18M)	30ft (9M)	30ft (9M)
Lens	2.8-12mm Varifocal AI	3.6mm AI	8mm AI
Functions			
Gamma	0.45	0.45	0.45
Auto Exposure	Na	ON	ON
AGC	Auto	ON	ON
Day/Night	Auto (ICR)	Auto	Auto
White Balance	Auto (ATW)	Auto (ATW)	Auto (ATW)
2D-DNR	ON	ON	ON
Smart IR	ON	ON	ON
Mechanical			
Power Input	DC Jack	2-pin terminal block	2-pin terminal block
Video Output	BNC Composite	BNC Composite	BNC Composite
Lens Mount	Fixed	Fixed	Fixed
Environmental			
Operating Temperature	-4°F--122°F (-20°C--+50°C)	-4°F--122°F (-20°C--+50°C)	-4°F--122°F (-20°C--+50°C)
Operating Humidity	0-95% (non-condensing)	0-95% (non-condensing)	0-95% (non-condensing)
Protection Rating	IP67	IP67	IP67
General			
Dimensions	ø2.6" x 3.8" x 6.7" (66mm x 97mm x 171mm)	ø1.97" x 2.58" x 5.5" (65.0mm x 65.5mm x 139.5mm)	ø1.97" x 2.58" x 5.5" (65.0mm x 65.5mm x 139.5mm)
Housing	Powder coat aluminum w/sun shield	Powder coat aluminum w/sun shield	Powder coat aluminum w/sun shield
Cable entry	Through Mount Wiring (TMW)	Through Mount Wiring (TMW)	Through Mount Wiring (TMW)
Weight	1.06 lb. (0.48 kg)	0.6lb (.28kg)	0.6lb (.28kg)
Power			
Power Voltage	DC 12V +/- 10%	DC 12V +/- 10%	DC 12V +/- 10%
Power consumption	4.5 Watts (IR LEDs On)	4.5 Watts (IR LEDs On)	4.5 Watts (IR LEDs On)
Conformity Approvals	UL, CE, FCC, RoHS	UL, CE, FCC, RoHS	UL, CE, FCC, RoHS

Specifications are subject to change without notice.

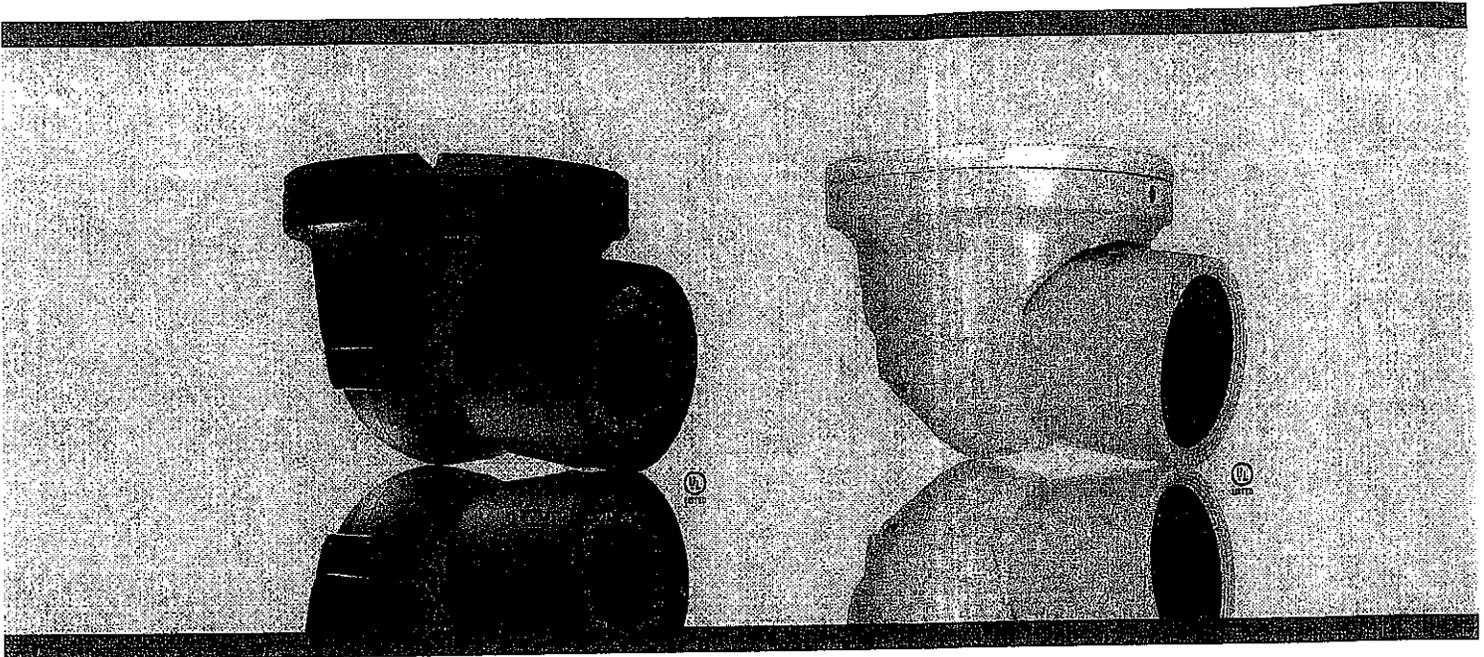
Dimensions



For more information visit www.ADT-Matrix.com

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Turret Camera Series w/Turbo Intensifier, D-WDR & Ultra High 700TVL Resolution

KEY FEATURES AND BENEFITS

- High Sensitivity Sony Super HAD CCD (0 Lux, IR-On)
- 2.8 – 12mm or 5 – 50mm A/I Varifocal Lens
- 700TVL (Color), 750TVL (B/W) Resolution
- IP-66 rated weatherproof, 3-axis gimbal with Through Mount Wiring (TMW) for easy and secure installation
- 42-IR LEDs for 0-Lux Operation
- DNR3 – Digital Noise Reduction (advanced)
- External Focus, Focal Length and LED Brightness adjustments - no need to open housing
- External Video Service Connection
- On-Screen Display (OSD) multi-directional tactile switch
- Sense Up (2 – 512x) Turbo Intensifier for extreme low light image capture and High-Light Compensation
- Selectable True Day/Night (TDN) and Digital Wide Dynamic Range (D-WDR) functionality
- Digital Zoom (up to 16X)
- VMD – Video Motion Detection (4 zones) and Privacy Area (12 zones)
- DIS – Digital Image Stabilization
- 12VDC / 24VAC
- Optional Wall and Pendant Mounts available

ORDERING INFORMATION

SCN#	Item
CTRT7212W	Camera, Turret, 700TVL, 2.8-12mm VF AI, 42-IR LEDs, White Case, 12VDC/24VAC
CTRT7212G	Camera, Turret, 700TVL, 2.8-12mm VF AI, 42-IR LEDs, Gray Case, 12VDC/24VAC
CTRT7550W	Camera, Turret, 700TVL, 5-50mm VF AI, 42-IR LEDs, White Case, 12VDC/24VAC
CTRT7550G	Camera, Turret, 700TVL, 5-50mm VF AI, 42-IR LEDs, Gray Case, 12VDC/24VAC



**Business
Solutions**

Turret Camera Series w/Turbo Intensifier, D-WDR & Ultra High 700TVL Resolution

Product Specifications

Video

Image Sensor	1/3" SONY Super HAD CCD
TV System	NTSC
Total Pixels	976 (H) x 508 (V)
Effective Pixels	976 (H) x 494 (V)
Scanning System	2:1 Interface
Scanning Frequency	15.734KHz (H), 59.94Hz (V)
Sync. System	Internal / Line Lock
Electronic Shutter	1/60 ~ 1/120,000
Resolution	700TVL (color), 750TVL (B/W)
Minimum Illumination	0.15 lux (color), 0 lux (B/W, IR LED ON)
Video Output	1.0Vp-p (75-ohm, composite)
S/N Ratio	> 52dB (AGC off)
Camera Control	Tactile Switch

Functions

SSDR (Super Dynamic Range: D-WDR)	On/Off (level adjustable)
Lens	DC Auto Iris Varifocal
Back Light Compensation (BLC)	BLC / HLC / Off
Auto Gain Control (AGC)	Low / High / Off
SENS UP (Turbo intensifier)	Auto / Off (Selectable 2 - 512x)
White Balance (WB)	ATW / Outdoor / Indoor / Manual / AWC
Day / Night	External / Color / B/W / Auto
Video Motion Detection (VMD)	On / Off (4 programmable zones)
Privacy Zone	On / Off (12 programmable zones)
DNR3	Off / On (level adjustable)
Reverse (Image FLIP)	Off/H-Rev/V-Rev/HV-Rev
PIP	On / Off
Zoom	On / Off (16x)
Digital Image Stabilization (DIS)	On / Off

Connectors / Mechanical

Power Input	2-pin Terminal Block (Phoenix style)
Composite Video Output	BNC
Lens Mount	Internal
Lens	2.8-12mm, Varifocal, DC Auto Iris
	5-50mm, Varifocal, DC Auto Iris
	42, 850nm
	100ft (30M) range

Environmental

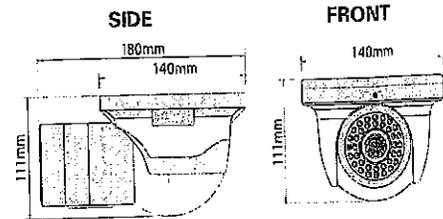
Operating Temperature	-31°F ~ 122°F (-35°C ~ 50°C)
Operating Humidity	0-95% (non-condensing)
Ingress Protection (IP rating)	IP 66
Regulatory	UL, FCC, CE, ROHS
Dimensions (WxHxD)	5.51" x 4.37" x 7.08" (140mm x 111mm x 180mm)
Weight	3.9lbs (1.8kg)
Voltage	12VDC/24VAC
Voltage, Current Required	12VDC, 200mA (LED Off), 670mA (LED On)
	24VAC, 70mA (LED Off), 240mA (LED On)
	7.2W Max 12VDC, LED On
	5.7W Max 24VAC, LED On

Specifications subject to change without notice.

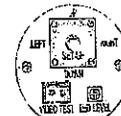
Optional Accessories

TCW2-G	Wall Mount, Gray
TCW2-W	Wall Mount, White
TCADP	Mount Adapter Plate, for use with A-CM150 Corner Mount and A-CM151 Pole Mount
TCP-G	Pendant Mount, Gray
TCP-W	Pendant Mount, White

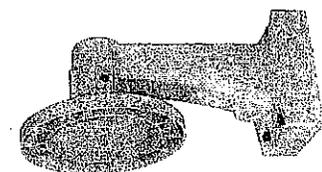
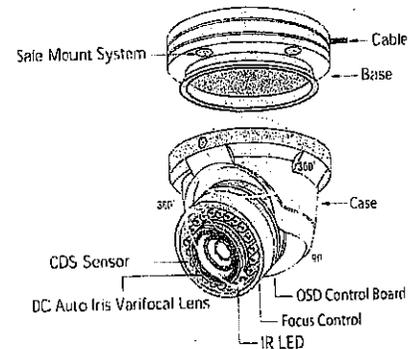
Dimensions



OSD CONTROL BOARD



Assembly

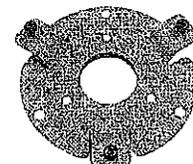


TCW2-G Wall Mount, White

Mounting hole sized for 3/4" conduit connector



TCP-G(W)
Pendant Mount, Gray



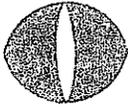
TCADP Mount Adapter Plate

For more information visit www.ADT-Matrix.com

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**Business
Solutions**



MAIN SECURITY SURVEILLANCE®
36 Anthony Avenue, Suite 102
Augusta, Maine 04330
Tel: 207-622-8716 or 1-800-992-8090
Fax: 207-622-8726

June 5, 2013

Town of Readfield
C/o Mark Birtwell
8 Old Kents Hill Rd
Readfield, ME 04355

Hi Mark,

This is an IP camera system and all recording will be at the Town Hall, even the Transfer Station Cameras

- Obtain a Electrical Permit (\$75.00 from the State of Maine or City)

Major Equipment:

- 1, DVR Dell Vostro 470, Windows 7 Pro, Core i7
- 1, Hard Drive 3TB Hard Drive with mounting cables
- 1, 22inch dell Monitor
- 4, GV-MFD120 IP Camera H.264 1.3M, Mini-Fixed Dome
- 4, GV-MDR120 1.3MP Mini Fixed Rugged Dome, 4.05 mm,
- 2, GV-POE0800 8 camera POE
- 1, Cat 5 1000' WG-63301106
- 1, STI-7520-HTR heated enclose

Cost is \$7,695 this includes all parts, installation, programming and training

All equipment is warranted for a period of two (1) full years from date of installation.

Main Security Surveillance will provide the following services:

1. Technicians with State of Maine Master's Electrical Licenses
2. Technicians are factory trained for the installation of all security equipment as specified above
3. 24-Hour, 7-Day a week emergency service calls
4. 24-Hour, 7-Day a week professional Central Communication Center
5. Full-time, trained, professional dispatchers on duty at all times

PLEASE VISIT OUR WEBSITE WWW.MAINSECURITY.NET

6. Central Communication Center owned, operated and supervised by Main Security Surveillance management
7. At the completion of job, Main Security Surveillance will provide diagrams showing locations of all security equipment. (floor plans provided by owner)
8. We will provide training for responsible personnel who will be operating the system
9. A Local Company with its own Computerized Central Station, Staff and Technicians for the best Service
10. Pleasing clients for over thirty years

Please call with any questions you may have after reviewing this proposal (1-800-992-8090).

Best regards,



Eric Colby
207-712-4089

speco technologies®
simply unique.

CS H.264 DVR with Set-Up Wizards

D4CS 4 Channel DVR with Digital Deterrent™
D8CS 8 Channel DVR with Digital Deterrent™
D16CS 16 Channel DVR with Digital Deterrent™

D4CS500	D8CS500	D16CS500
D4CS1TB	D8CS1TB	D16CS1TB
D4CS2TB	D8CS2TB	D16CS2TB



For the latest mobile apps and CMS software go to:
www.specotech.com/DVRApps

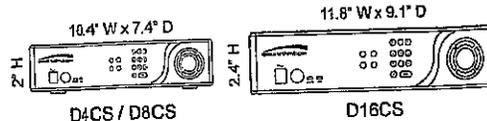


Storage from 500GB up to 2TB

Features

- EZ Setup:** for quick system setup
- EZ Network:** for quick set-up on a network
- EZ Search:** quickly search events from thumbnails
- EZ Record:** quickly setup recording resolutions and recording type
- EZ Copy:** auto copy what you are playing onto a USB flash drive

- H.264 recording
- Built-in S.M.A.R.T. Technology (Self-Monitoring, Analysis and Reporting, Technology for HDD)
- Free Speco DDNS service for use with dynamic IP addresses
- MAC® & PC compatible software included
- POS/ATM support with text overlay and searchable database
- Text message alerts of system activity and status
- Remote monitoring, recording, playback, change system settings and camera control via network and/or Internet
- Real time live display
- IR remote control included - individually control up to 16 DVRs
- Multiple analytics such as museum search and advanced motion detection
- USB 2.0 port for video clip exporting
- Easy software upgrade via Network or USB Flash drive
- Configurable per channel normal and event recording frame rate & picture quality or globally via EZ record
- Full system monitoring
- Free Central Management System (Speco Central) software allows viewing of multiple DVRs on a PC
- SNS communication alert via Twitter
- Per channel built-in PTZ camera protocol including Pelco D



EZ Set-Up Wizards!

One click wizard guides you to set up essentials of the system in a logical and easy to understand sequence.
• Date/Time • Recording method • Recording video quality • Network

- Automatic camera detection (Plug & Play)
- Digital Zoom in live mode and playback
- Covert camera operation provides enhanced security and administrator control
- Playback while watching live on same monitor
 - Up to 30 minutes pre-alarm recording
 - Up to 15 minutes post-alarm recording
- User Access: up to 10 concurrent users
- Hard drive status monitoring
- Remote upgrade
- USB mouse supported (not included)
- Multiple language on-screen menus
- Password to secure installation with configurable user authentication levels
- 2-way audio communication
- 3 year warranty
- Free Apps with support for view on smartphones
iPhone and Android are trademarks of Apple & Google respectively. BlackBerry is registered to RIM.

Specifications

Recording rate up to 480FPS
Simultaneous live view or playback while continuing to record, network transfer
Email notification of alarm events
DVR supports static IP, DHCP, PPPoE and DDNS
Power Consumption: 4 CH: 12V/3A
8 / 16 CH: 12V/5A

Power Supply - UL power supply included
Operating Temperature: 41° F – 104° F
Dimensions: 4 / 8 CH: 10.4" (W) x 2" (H) x 7.4" (D)
16 CH: 11.8" (W) x 2.4" (H) x 9.1" (D)
Weight: 4 / 8 CH: 3.75 lbs.
16 CH: 5.5 lbs.

Optional Accessories



DCSRE
Rack Ears



IRRPTKIT
IR Repeater Kit

Speco Technologies is constantly developing and improving products.
We reserve the right to modify product design and specifications without notice and without incurring any obligation.

Rev. 1/22/13

For more information contact Speco Technologies
200 New Highway, Amityville, NY 11701 • Toll Free: 1-800-645-5516 • Fax: 631-957-9142 or 631-957-3880
www.specotech.com

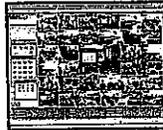
Technical Specifications: CS H.264 DVR with Set-Up Wizards



Applications



Speco Central
Remote software providing 64 cameras live/playback, event monitoring, local recording, E-map and device management.



Speco Remote
Web based remote monitoring software which can be downloaded from web browsers in ActiveX format.



Speco Player
Self executable video player containing non-alterable recorded data from the DVR.



Speco Mobile
Remote monitoring software running on mobile devices like Android™ and Blackberry®.



Remote monitoring software for iPhone®, iPad® and iTouch®.



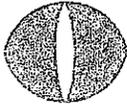
Model Name	D4CS	D8CS	D16CS
Video Inputs	4	8	16
Video Outputs	1 BNC / 1 VGA		
Display Resolution	720 x 480		
RECORD & PLAYBACK			
Compression	H.264		
Recording Rate	120 fps@CIF / 60 fps@2CIF / 30 fps@D1	240 fps@CIF / 120 fps@2CIF / 60 fps@D1	480 fps@CIF / 240 fps@2CIF / 120 fps@D1
Playback Rate	120 CIF	240 CIF	480 CIF
Recording Mode	Time-Lapse, Event, Pre-Event (up to 30 min), Text-In, Panic		
Search Mode	Date/Time, Record Table, Calendar, Event, Motion, Museum, Text-In		
SYSTEM			
Operating System	Embedded Linux		
Firmware Base	XDR Type		
Storage	Max. 1 HDD		
Data Export	USB (HDD, Flash Drive)		
NETWORK			
Connection	Ethernet		
Protocols	Manual, ADSL, DHCP, DDNS		
Remote Software	Speco Central, Speco Remote (Internal, External)		
Max Transmission Rate	120 CIF		
INTERFACE			
Audio In / Out	RCA 4 / 1		
Alarm In / Out	4 / 1 (relay, NO) 8 / 1 (relay, NO) 16 / 1 (relay, NO)		
Serial Interface	RS232, RS485		
External Interface	2 x USB 2.0		
User Interface	Front Buttons, Mouse, IR Remote Control		
OTHER			
Dimensions (W x H x D)	10.4 x 2" x 7.4"	10.4 x 2" x 7.4"	11.8" x 2.4" x 9.1"
Unit Weight	3.75 lbs.	3.75 lbs.	5.5 lbs.
Operating Temperature	41° F – 104° F		
Operating Humidity	0% – 90%		
Power	12V / 3A	12V / 5A	12V / 5A

Please note that specifications and unit exterior design are subject to change without notification.

For more information contact Speco Technologies 200 New Highway, Amityville, NY 11701
Toll Free: 1-800-645-5516 Fax: 631-957-9142 or 631-957-3880 Website: www.specotech.com

Rev. 1/22/13

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MAIN SECURITY SURVEILLANCE®
36 Anthony Avenue, Suite 102
Augusta, Maine 04330
Tel: 207-622-8716 or 1-800-992-8090
Fax: 207-622-8726

June 5, 2013

Town of Readfield
C/o Mark Birtwell
8 Old Kents Hill Rd
Readfield, ME 04355

Hi Mark,

As we discussed last week I will be giving you two quotes this is for a conventional option with a DVR at the Town Office and a DVR at the Town Transfer Station

- Obtain a Electrical Permit (\$75.00 from the State of Maine or City)

Major Equipment:

Readfield Town Hall Conventional CCTV
1, Speco DVR D4CS500
1, Speco Color Bullet SO-CVC5100BP
1, 22inch dell Monitor
1, 500 ft roll Siamese Coax \$ WG-65086108
1 AX-ALTV244 4 camera power supply

Cost is \$3,600 this includes all parts, installation, programming and training

Transfer Station
1, Speco DVR D4WCSM500
1, STI-6583 HEAT STTRIP
4, Speco Color Dome SO-HT7246IHR
1, 22inch dell Monitor
1, 500 ft roll Siamese Coax \$ WG-65086108
1 AX-ALTV244 4 camera power supply

Cost is \$3,533 this includes all parts, installation, programming and training

PLEASE VISIT OUR WEBSITE WWW.MAINSECURITY.NET

All equipment is warranted for a period of two (1) full years from date of installation.

Main Security Surveillance will provide the following services:

1. Technicians with State of Maine Master's Electrical Licenses
2. Technicians are factory trained for the installation of all security equipment as specified above
3. 24-Hour, 7-Day a week emergency service calls
4. 24-Hour, 7-Day a week professional Central Communication Center
5. Full-time, trained, professional dispatchers on duty at all times
6. Central Communication Center owned, operated and supervised by Main Security Surveillance management
7. At the completion of job, Main Security Surveillance will provide diagrams showing locations of all security equipment. (floor plans provided by owner)
8. We will provide training for responsible personnel who will be operating the system
9. A Local Company with its own Computerized Central Station, Staff and Technicians for the best Service
10. Pleasing clients for over thirty years

Please call with any questions you may have after reviewing this proposal (1-800-992-8090).

Best regards,



Eric Colby
207-712-4089

PLEASE VISIT OUR WEBSITE WWW.MAINSECURITY.NET

Seacoast Security

P.O. Box A
Route 90
West Rockport Me. 04865
207-236-4876
1-800-432-1795 (in State) 1-800-654-8800 (out of state)
Fax 207-236-8517



READFIELD TRANSFER
STATION

READFIELD, ME 04355

TOWN OF READFIELD
8 OLD KENTS HILL ROAD
READFIELD, ME 04355

Sales Quotation

Project:

Questions? Please call STEVE SPEARIN

Quote #: MFR012084 Date 12/16/2013 Quote Expires on: 1/15/2014

Description	Qty
DVR LOCKBOX WITH FAN	1
HRG SERIES DVR 4CH120IPS-500GB	1
600 TVL TRUE DAY/NIGHT IR DOME CAMERA, 3.3-12MM LENS	2
700 TVL DIGITAL DAY/NIGHT DOME CAMERA, 5-50MM LENS	2
CAMERA POWER SUPPLY 8 CAMERA	1
VIDEO CAMERA CABLE	1
TRIP-LITE 600VA UPS	1
NO AUDIO IS PROVIDED IN THIS QUOTE.	
THE 4 CHANNEL DVR W/ 500GB HDD CAN BE EXCHANGED FOR AN 8 CHANNEL DVR W/ 1TB HDD FOR AN ADDITIONAL \$560.00.	
NETWORKING THE DVR LOCALLY OR ON A MOBILE DEVICE USING THE CUSTOMER'S HIGH SPEED INTERNET WILL BE \$10.00/MONTH.	

I accept the terms and conditions of this quotation.

Signed: _____

Name: _____ Date: _____

Terms: 1 / 2 down 30 day on completion Major credit cards accepted.

This is Schedule A

Please Note Large jobs will be Billed with Progress Billing over \$10,000.00 One Year Warranty

Thank you for considering our company. If you decide not to buy from us, we would appreciate your feedback so that we can serve you better in the future!

Sub-Total	\$2,445.54
LABOR	\$1,000.00
Tax	\$134.50
Total	\$3,580.04

In State Local Family Owned & Operated
U.L. Listed Seacoast Central Station,
IMSA Certified, NFPA Member,
First Alert & Honeywell Dealer,
Keyscan Enterprise Partner

Seacoast Security

P.O. Box A
 Route 90
 West Rockport Me. 04865
 207-236-4876
 1-800-432-1795 (in State) 1-800-654-8800 (out of state)
 Fax 207-236-8517



TOWN OF READFIELD
 8 OLD KENTS HILL ROAD
 READFIELD, ME 04355

TOWN OF READFIELD
 8 OLD KENTS HILL ROAD
 READFIELD, ME 04355

Sales Quotation

Project:

Questions? Please call STEVE SPEARIN

Quote #: MFR012083 Date 12/16/2013 Quote Expires on: 1/15/2014

Description	Qty
HRG SERIES DVR 4CH120IPS-500GB	1
600 TVL D/N DOME CAMERA, 3-9MM LENS	4
CAMERA POWER SUPPLY 8 CAMERA	1
VIDEO CAMERA CABLE	1
22/4 SOL JKT CM/CL2 5C SB WHT	1
SINGLE CHANNEL MICROPHONE KIT	2
TRIPP-LITE 600VA UPS	1
AUDIO IS PROVIDED AT TWO CAMERA LOCATIONS.	
THE 4 CHANNEL DVR W/ 500GB HDD CAN BE EXCHANGED FOR AN 8 CHANNEL DVR W/ 1TB HDD FOR AN ADDITIONAL \$560.00	
EACH OF THE INTERIOR NON-IR CAMERAS IN THIS QUOTE CAN BE EXCHANGED FOR AN IR DOME CAMERA FOR AN ADDITIONAL \$150.00 EACH.	
NETWORKING THE DVR LOCALLY OR ON A MOBILE DEVICE USING THE CUSTOMER'S HIGH SPEED INTERNET WILL BE \$10.00/MONTH.	

I accept the terms and conditions of this quotation.

Signed: _____
 Name: _____ Date: _____

Terms: 1 / 2 down 30 day on completion Major credit cards accepted.

This is Schedule A

Please Note Large jobs will be Billed with Progress Billing over \$10,000.00 One Year Warranty

Sub-Total	\$2,393.94
LABOR	\$1,000.00
Tax	
Total	\$3,393.94

Thank you for considering our company. If you decide not to buy from us, we would appreciate your feedback so that we can serve you better in the future!

In State Local Family Owned & Operated
 U.L. Listed Seacoast Central Station,
 IMSA Certified, NFPA Member,
 First Alert & Honeywell Dealer,
 Keyscan Enterprise Partner

#13

**Budget process
updates**

13. Budget process updates

The Budget Committee will start voting on budget category recommendations on March 21, 2014. If needed, they will hold another meeting on March 26, 2014.

Please see the following summaries of Budget Committee and RSU Board budget meetings as presented by Select Board members Greg Durgin, Sue Reay, and Val Pomerleau:

.....

Town Budget Committee Meeting March 13, 2014 – Notes by Greg Durgin

There was only one community member present at the meeting (Tom Dunham). Others present included the Budget Committee, Finance Officer, Town Manager, and Select Board member Greg Durgin

LIBRARY

First up was the library. Lee Hepfner did the presentation along with Deb Peale. The library is in good shape financially it appears, but some of their resources outside of town funding come from 3 families that contribute a total of a little over \$1,000. This funding could stop at any point. The two book sales they do also generate income from outside the town coffers. The library staff find ways to stretch dollars especially when it comes to purchasing books and other materials. Their inter library loan account has saved some money as a new van service picks up/delivers books from participating libraries at no cost.

TRANSFER STATION

Some costs are up under staffing due to increases in Worker's Comp and projected increases for insurance. Employee benefits and salaries must stay the same as year 2012-13 until negotiations regarding unionization become finalized. There has been a proposal to reduce hours for 1 part time employee.

The Town Manager will look into how a possible amendment to lower (or raise?) specific figures in a category at Town Meeting can be done so dollars just don't get shifted to cover an unwanted (or added?) item.

Single sort tipping fees have been trending higher for a couple of years. Readfield has not had monies returned in most recent years as happened before based on market trends for recycled products.

Fees for trash tipping have been inching upward also so adjustments have been added to the transfer station budget.

A couple of 5 year leases (compactor being one of them) have expired so there is a savings on paper now of approx. \$9,500.

As of the budget meeting on March 13, the Transfer Station budget is up .75%.

This is also the last year on a fire truck payment.

No voting has been done in the budget process so far and is due to start at their next regularly scheduled meeting.

.....

March 6, 2014 Budget Committee Meeting - Notes by Sue Reay

Roads-Capital Improvements

Roads

The road committee has planned on doing the shoulder work on the Adell Road, Lakeview Drive, Thundercastle Road and Wings Mills Road. These are the four roads that were reconstructed last year. Cost is estimated at \$ 45,000.00 for the cost of material and placement of the same.

They decided upon \$ 160,000.00 for paving projects which would include Chase Road to Thundercastle Road entrance, shim and overlay Old Kents Hill and Chase Roads, surface Chase and Mooer Road. The board plans to make notes under these items for Town Meeting in the annual report.

The plan is to shim and overlay Nickerson Hill Road, Lane Road and Pea Ridge and surface pave Wings Mills and Thundercastle Road in 2015-2016 fiscal year. Adell and Lakeview to get surface coat of paving in 2016-2017 fiscal year.

The holder used for the sidewalk will now have its own budget line under the Equipment Operation and Repair category.

They have removed the sand and de-icing from the budget as it has not been being asked for or used of a cost of \$ 3,000.00.

Interlocal work is estimated at \$ 2,504.00 for roadside mowing and calcium on gravel roads in Wayne.

The proposed budget in your packet tonight does not reflect changes talked about at the meeting. There are still a few numbers to review prior to us getting the new version. Bottom line at this time is the budget would be down 46.24%

Capital Improvements

As it stands right now, the budget includes \$ 3,000.00 for installation of security cameras at the Town Office. Raising \$ 20,000.00 towards the fire station improvements (this is still being discussed in depth as how best to proceed), some would like to see progress start on these improvements and not wait. And \$ 3,500.00 to fix the retaining wall.

The Cemetery capital improvements is showing \$ \$ 7,500.00 for installing a new section of road at the East Readfield Cemetery and \$ 10,000.00 for fixing the Case Cemetery and Readfield Corner Cemetery walls.

Presented was a walker mower for the cemetery at a cost of \$ 10,000.00, which has been moved ahead in the CIP for another year. The Cemetery Committee will be asking for \$ 4,000.00 to come out of the interest in the perpetual care fund to have available if needed for the coming year. This currently has \$ 34,000.00 in this account. All interest, as principal cannot be used.

Transfer Station is proposing \$11,500.00. This would include \$ 7000.00 for a new Main Stream Waste container, \$ 2,000.00 for a heater and \$ 2,500.00 for security cameras and internet.

Maranacook Dam Committee has proposed raising \$ 13,500.00. This would include Readfield's portion to do a hydro-logic flow and engineering study at an estimated cost of \$ 25,000.00. If Winthrop didn't raise these funds, this money would become a carry forward. The budget committee talked about using \$ 8,500.00 out of our reserve account in which we have \$ 14,400.00 in and instead of raising the original \$ 2,400.00, increase that line to \$ 5,000.00. This would leave \$ 5,900.00 in our reserve account and the plan would be to make increases yearly of the \$ 5,000.00 so that we will have funds when the time arises to redo the dam.

Bottom line right now stands at a decrease of 42.40%. Due to the numbers that are going to change in both the roads and capital lines, these numbers are not accurate at this time.

The revenue portion of our roads budget is going to change due to the LRAP (used to be called URIP). This \$ 36,000.00 could quite possibly go down.

All members were very clear that they wanted all voters to be able to understand and have a clear and understandable budget at Town Meeting.

.....

Re: RSU 38 budget meeting 2/26/14 – Val Pomerleau attended

*English Language Learners ELLs Budget – reduced 17%

*Gifted & Talented – 0% increase

*Special Education – 9% increase

*New Program – K-5 Readiness Skills Program (for students with behavioral challenges and functional skill deficits)

Costs 1 Teacher (50K)

FTE Educational Technician (60K)

Increase Social Work Services 20% (16K)

Materials and Start-up Costs (10K) L/E

Increased Administrative Support 10% (10K)

Total (126K) General Fund (20K) Local Entitlement

High School Special Education

New student transferred – requires 1-1 staffing

Additional Ed Tech \$30,000

*Maintenance

Several maintenance projects

Several roof repairs totaling - \$84,150

Switch gear main breaker (if I understood them correctly – the one they have now does not pass safety rules. Someone has to come in and manually switch the switch – a lot of vaults going through it.) \$25,000

Total budget = \$165,818

Projects eliminated = \$57,258

*Transportation reduced 3%

*School Bus Purchase

Busses replaced approximately every 10-12 years – current buses to be replaced 13 yrs old with over 150,000 miles on them.

State of Maine has approved the replacement of 2 buses.

2 new buses – 4 yr lease purchase = \$41,400

*Engine/Electrical System Analyzer – for buses – currently using palm pilots but supply has run out

Cost - \$7,000

- *Technology reduced 14%
 - *MS/HS Co & Extra Curr Summary – reduced 3%
 - *Health Services budget – reduced 3%
 - *Professional Development reduced 9%
 - *District Curriculum Summary Budget reduced 12%
 - *District Assessment Summary Budget increase 1%
 - *System Administration Summary Budget increase 1%
 - *Debt Service Budget 0%
- Total District Principal Debt \$5, 184, 768, 58

** Large resident turn out due to the fact that the middle school sports program may have to be eliminated. A \$40.00 per student activity fee is charged. The anticipated revenue from that fee was \$15,000 for 2013-2014 as of 2/25/14 they actual fees paid are \$2,205.

#14

Other

(if needed)

#15

**Members of the Public
may address the
Select Board**

#16 & 17

Executive Sessions

16. Poverty abatement application

17. Select Board duties

FYI

KVCOG

Kennebec Valley
Council of Governments

Serving local governments in Kennebec
Somerset, and western Waldo Counties

Rosie Vanadestine, Executive Director

FYI

RECEIVED
MAY 01 2014

Household Hazardous Waste Disposal Event

Hosted by the City of Augusta
In cooperation with KVCOG and many surrounding municipalities.

Your town is invited to participate in a one-day household hazardous waste collection. The event is scheduled for Saturday, May 17th 2014. Collection Site tentatively will be located at the Augusta Public Works garage. *TV's and computers will be included in this collection @ no cost!* *Unwanted medications will again be collected!*

Many chemicals commonly used around the home such as paints, stains, varnish, and pesticides are hazardous—either alone or when combined with other chemicals, and need to be disposed of by professionals trained to handle hazardous materials. Improper disposal of these materials can disrupt the function of sewage treatment plants or private septic systems, contaminate ground water, and harm animals and humans.

The City of Waterville learned first-hand how costly one instance of improper disposal can be to a community. A resident included a small amount of pool cleaning solution and some windshield fluid with their regular trash. Once compacted, the materials reacted together to create a white cloud, which workers inhaled. Three workers were treated at the hospital, and the hazmat team and DEP were called in to identify the substances and provide clean-up. The financial impact from this single event was substantial, costing the city \$16,000. This is far more than is anticipated for an entire one-day household hazardous waste collection for eight towns!

Joining in with your neighboring towns on a collection event brings down the costs for everyone. Each community will be responsible for paying a portion of the fixed costs of the event, plus the disposal costs for waste from your community. Communities may create a "spending cap" for this event, which would, in turn, limit the number of participants accepted from their community. Attached is a spreadsheet that provides the actual costs from last year's Waterville collection.

By signing the attached Letter of Intent and returning it to KVCOG, you would be indicating your interest in participating and committing financial support from your community.

Please fill out the form below and return it to Ross Nason at KVCOG, 17 Main St., Fairfield, ME 04937 no later than April 3rd. Fax: 453-4264. Questions may be directed to Ross Nason at 453-4258, ext. 220.

Sincerely,



Ross Nason
Environmental Planner

Details of the Event

Collection Site: Augusta Public Works Garage.

Date: Saturday May 17th , 2014 9am – 12pm (for the public)

Cost:

Each town is responsible for a proportional share of the contractor's set-up fee, plus disposal costs for materials brought in by your town residents.

The Set-up fee will be \$2,035, split among all the participating towns per-capita. Exact amounts for each town's portion of the set-up fee will be known after April 15th.

Disposal costs will be approximately \$27.50 for each 5-gallon "unit" of waste. (e.g. 1 gallon oil paint, plus 2 gallons paint thinner, plus 1/2 gallon pool cleaner would be one "unit." Seven gallons of miscellaneous materials would be two "units.") Towns should expect between a 1% and 3% *household* participation rate, **should you like help estimating your expense, please call Ross Nason, KVCOG, 453-4258 ext 220.**

Towns may set a spending cap to limit costs. Should the town need to request (for spending cap purposes), how many "units" it has to distribute to residents, please do so after April 15th. If the town desires, it can limit how many units a household may bring in, or the town can limit total participation to a fixed number of households. It is encouraged that the same level of funding that was raised last year is allocated this year, as the set up fee and the per-unit disposal fee will remain the same.

Deadlines:

Towns intending to participate must return the Letter of Intent by April 10th. After that date, all towns joining are obligated to pay a "set" portion of the set-up fee, regardless of how many towns participate. Should the town pull out of the event after this date, they will also be responsible for paying their portion of the set-up fee. We have limited time to return forms, please feel free to bring your commitment letter to our planning meeting. I am confident that this event will be successful, due in part to each town's previous experience with HHW collection events (we expect most things to remain the same). Please see meeting schedule below. Additionally, please make sure that your representative attends the meeting. Should further assistance be needed, please don't hesitate to call!

Requirements to Participate:

Towns must appoint a representative to work with a regional committee planning the event, and who will be available to **attend** the collection event **and one meeting** scheduled between now and the collection.

Residents will need to pre-register for the collection. Each town is responsible for registering its own residents. Guidance and forms for handling registration will be covered at a planning meeting. We have experienced challenges in some communities with the enrollment of their residents in the program, as some towns give this duty over to a clerk or other person who has not attended the planning meeting. If this is the case for your town, the official who attends the planning meeting below must take the time to go through all the materials with the person(s) who will be doing the registrations.

Scheduled Planning Meeting

Monday, April 7th , 1pm, Augusta Public Works building. If your representative cannot attend this meeting, please call Ross Nason at 453-4258 ext 220.

KVCOG Southern Kennebec HHW Collection - May 18 2013

	Census 2010 Population	% of population	Budget Limit	Portion of set-up fee	Hatch Hill Difference	Number of reported Vehicles	Units Recv'd	% of total	Disposal Cost	Drum disposal	drug disposal	Total Due
Augusta	19336	37.6%	\$764.66	\$538.73	22	31	12.2%	\$352.50	\$0.00	\$161.57	\$2,317.46	
Belgrade	3189	6.3%	\$1,560	\$127.43	5	11	4.3%	\$302.50	\$0.00	\$26.93	\$456.86	
Chetsea	2721	5.3%	\$108.73	-\$108.73	7	15	5.9%	\$412.50	\$0.00	\$22.97	\$435.47	
Fayette	1140	2.2%	\$45.55		3	11	4.3%	\$302.50	\$0.00	\$9.63	\$357.68	
Gardiner	5890	11.4%	\$1,000	\$231.76	12	9	3.5%	\$247.50	\$0.00	\$48.97	\$296.47	
Hallowell	2381	4.7%	\$1,200	\$95.14	13	22	8.6%	\$605.00	\$0.00	\$20.10	\$625.10	
Manchester	2580	5.1%	\$103.09	-\$103.09	13	42	16.5%	\$1,155.00	\$0.00	\$21.78	\$1,176.78	
Monmouth	4101	8.1%	\$2,000	\$163.87	22	30	11.8%	\$825.00	\$0.00	\$34.63	\$1,023.50	
Readfield	2598	5.1%	\$1,000	\$103.81	10	35	13.7%	\$962.50	\$0.00	\$21.94	\$1,088.25	
Wayne	1189	2.3%	\$1,000	\$47.51	6	21	8.2%	\$735.00	\$0.00	\$10.04	\$792.55	
Winthrop	6092	12.0%	\$243.43		6	24	9.4%	\$860.00	\$0.00	\$51.44	\$954.87	
Other					1	4	1.6%	\$110.00				
Total	50,927	100.0%	\$2,035.00		120	255.00	100.00%	\$7,170.00		\$430.00	\$9,525.00	

Today's Date: 06/06/2013

The turn out this year was higher than expected due to low initial pre-registration numbers. A wide number of participants took advantage of the various collection types such as pharmaceutical and e-waste and was not counted in the above chart. For the 2013 HHW collection season, the unit price remains at \$27.50. Hatch Hill member towns set-up fee paid for by Hatch Hill Landfill.

Special thanks to our host community, the City of Augusta Public Works for all their help!
Special thanks to the our Pharmacist, Paula Knight and technician Marianne!

Stats:

1,275 gallons and 5100 lbs of hazardous waste was captured and shipped for incineration out of state.
Fourteen 800 lb pallets of e-waste was collected for recycling.
One drum, one pail and one evidence box of unwanted pharmaceuticals were collected.

KVCOG is a municipal services corporation owned and operated by and for the benefit of its members.

Letter of Intent

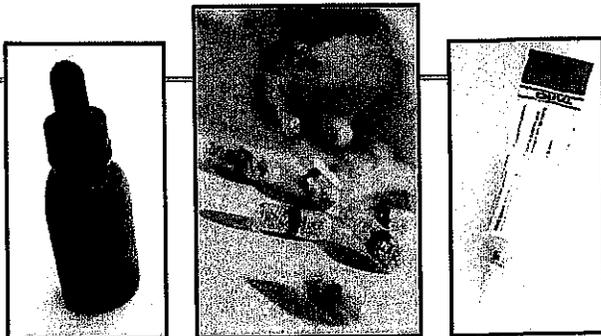
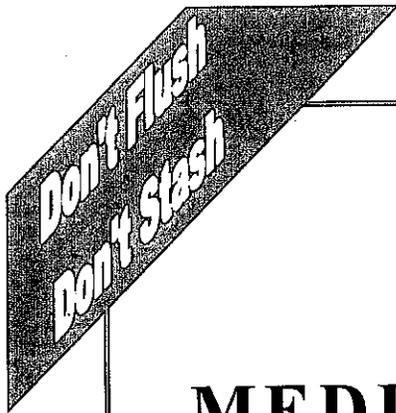
- Yes, our municipality will participate in a one-day household hazardous waste collection on Saturday, May 17th 2014, being organized by the City of Augusta, EPI, and KVCOG. We understand that by signing and returning this form our municipality will be responsible for paying a pro-rata portion of the set-up fees, plus any disposal costs arising from material dropped off by our Town's residents.
- We would like to limit total spending (including both set-up and disposal costs) to  \$1000. for our community.

Please write in empty boxes below, filling in form completely, thank you.

Name of your Municipality:	 <i>Town of Readfield</i>
Signature of Municipal Representative (Selectman, Town Manager, Dep. head)	 <i>Stephan Pahlke</i>
Name of Municipal Representative(s) who will participate in planning+event:	 <i>Glen Hawes or Michael Morang</i>
Phone number of contact person:	<i>207-685-3144</i>
Date you have filled out this form:	 <i>Mar. 10, 2014</i>

Please return this form to Ross Nason at KVCOG, 17 Main St., Fairfield, ME 04937 no later than April 3rd 2014.

PLEASE POST



MEDICATION COLLECTION

Unused... unwanted... outdated

DRAFT Saturday, May 17th
9 a.m. – 12 p.m.

COMMUNITY COLLECTION LOCATION

Drop-Off Location: 55 North Street (off Bridge Street) @ Public Works
Who: Residents of Augusta, Belgrade, Chelsea, Fayette, Gardiner, Hallowell, Manchester, Monmouth, Readfield, Wayne, and Winthrop

If your community is not listed above check your Town Office to see if they have joined the program.

PRE-REGISTRATION IS REQUIRED TO PARTICIPATE

DON'T FLUSH

Keep medications out of the environment where they cause harm.

DON'T STASH

Keep medications out of the hands of children and the elderly.
Prevent the danger of unintentional misuse or abuse.

All medications collected will be disposed of in an environmentally appropriate manner.

This program is organized and funded by USDA Rural Development and Kennebec Valley Council of Governments

In collaboration with the following...

Augusta Police Department • Augusta • Belgrade • Chelsea • Fayette • Gardiner • Hallowell • Manchester • Monmouth • Readfield • Wayne • Winthrop • Maine Drug Enforcement Agency • Maine Department of Environmental Protection



For more information contact Ross Nason, Environmental Planner, at 453-4258.

Donations accepted to help defray the cost of disposal