

**Readfield Select Board
Regular Meeting
Agenda**

April 22, 2014

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

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of April 7 & 15, 2014
2. **Warrant: 23** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments – 10 minutes

6. Budget Committee reappointments: Michael Laberge, Peter Barengo, John Perry
Cemetery Committee candidates: Marianne Perry, John Moran
Public Works ad hoc committee candidates: Thomas Dunham, Raymond Renner

Unfinished Business:

7. Town Meeting Warrant Draft with Budget recommendations – 60 minutes

New Business:

8. Public hearings schedule – 10 minutes
9. Non-disaster plan policy – 10 minutes
10. Other (if needed)

Public Communications – 15 minutes

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

Adjournment

#1

Minutes

Readfield Select Board
Regular Meeting Minutes April 7, 2014 and continued April 15, 2014 - Unapproved

Select Board members present: Valarie Pomerleau, Greg Durgin, Larry Dunn, Sue Reay and Allen Curtis.
Others attending: Kristie Hutchinson (PEG TV), Stefan Pakulski (Town Manager), Chris Backman (auditor), Gary Quintal (legislative candidate), Nancy Buker, Milton Wright, Pamela Riley Osborn, Grace Keene, Karen Peterson, Shelly Gerstein, John McPhedran, Peter Davis, Debora Doten, Lenny Reay, Bill Monagle (Cobbossee Watershed), Peter Barengo, John Parent, William Bayreuther and Sandra Rourke.

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

(1) Minutes: Motion by Ms. Pomerleau, **second** by Mr. Dunn to approve the minutes of 03/24/2014 as written; **vote** 3-0-2 (Mrs. Reay, Mr. Curtis abstained due to absence).

(2) Warrant: The warrant was reviewed by Mr. Durgin. **Motion** by Mr. Durgin to approve warrant #22 in the amount of \$324,159.30, **second** Mr. Dunn; **vote** 5-0-0.

Motion by Mrs. Reay to take several items out of order, **second** Mr. Durgin; **vote** 5-0-0.

Gary Quintal was in attendance. He is running for state senate district #14 and is a resident of West Gardiner. He gave a personal history.

(11) Audit review - Chris Backman, RHR Smith: Chris Backman was in attendance and gave a review of the audit for 2013. He said the town is very well financed and very well secured. He said the town may want to consider taking some of the carry forward balances to vote at town meeting to add to the reserve fund. There was a discussion about the 5% contractual increase in RHR smith. The increase will be adjusted to reflect a \$42 savings. Mr. Backman offered to provide a workshop for the board to explain the audit process.

(12) Cobbossee Watershed District update – Bill Monagle: Bill Monagle, Executive Director of the Cobbossee Watershed District, gave a summary of lake water quality. There was a discussion about the Maranacook Lake Dam. He reviewed the 2013 Maranacook Lake water level chart. He talked about his budget for the upcoming year, and the intent is to request a 5% increase. He reminded the board that last years' assessments were decreased by 10%. The increase for Readfield would be approximately \$900+. Mrs. Reay noted John McPhedran is leaving the Cobbossee Watershed District board after many years and thanked him for his service.

Motion by Mrs. Reay to enter into executive session pursuant to 1 MRSA Sec. 405(6) (A) for personnel matters, **second** by Mr. Durgin; **vote** 5-0-0.

Motion by Mrs. Reay to amend the motion to invite the town manager to attend, **second** Mr. Dunn; **vote** 5-0-0. The board entered executive session at 7:40 pm. Mrs. Reay reconvened the meeting at 8:08 pm; no action was taken.

(3) Select Board communications:

- Mr. Curtis noted he attended the recent school board meeting and compiled a written summary but it was not ready in time for the packet. He said there was discussion at the school board meeting about saving \$60,000+ by moving the 5th grade students up to the middle school. He also said it appears the school board is on target to come in at or under budget.
- There was a discussion about the presentation of the Spirit of America awards.
- Ms. Pomerleau will be attending the budget committee meeting this Thursday.
- Candidate's night was scheduled for 05-22-2014 from 6:30-8:30 pm.

(4) Town Manager: The town manager noted his report included in the packet. There was a discussion about the copier contract.

Motion by Mrs. Reay to extend the A-Copy contract until 03/31/2015 with no increase and for the town manager to sign and send, **second** Mr. Durgin; **vote** 4-1-0 (Curtis voted against).

- Waste management account: Mr. Pakulski explained the discrepancy in the billing process.
- Mrs. Reay said FEMA is not reimbursing any funds for the ice storm.

(5) Boards, Committees, Commissions & Departments:

Motion by Mrs. Reay to unappoint Karen Barton from the trails committee tonight, **second** Mr. Durgin; Mr. Curtis expressed his concerns. **Vote** 5-0-0.

Motion by Mrs. Reay to remove Rick Barton as an alternate on the trails committee tonight due to conflict of interest and non-participation, **second** Mr. Durgin; it was noted Mr. Barton was invited to attend the meeting tonight. **Vote** 5-0-0. Mrs. Reay made a suggestion the trails committee invite the community to comment on the development of trails.

- Mrs. Reay thanked the committees for providing minutes. There were clarifications made in the minutes of the conservation commission based on the town manager's current knowledge, but they should be more thoroughly clarified through a member on the commission.
- Mrs. Reay asked Peter Davis questions about the road budget based on the minutes. Mr. Davis said the February minutes are out-of-date and John Parent will bring forward updated budget information later in the meeting.
- Mr. Pakulski spoke at length about the draft proposal from Mrs. Reay to create three separate town warrant line items for the cemetery budget; specifically to separate the mowing costs from the budget, which is different than the single usual warrant article for the cemeteries. Mr. Pakulski said he discussed the draft with Mrs. Reay and also shared it with committees. Mrs. Reay was not comfortable with the draft state of the proposal at the time it was shared. Mr. Pakulski also talked about different ways to list budget articles depending on what type of detail people would like to see. He said in regard to the cemetery, the actual money budgeted is not changed by breaking down the categories. Mrs. Reay said the proposal was a draft only and was not something she planned on making public yet. She said she felt if the town wants to move forward in the future it would help to break down items by knowing the cost of the mowing. No decisions will be made on this tonight. Karen Peterson asked if mowing will be broken down for all other budget items. Mrs. Peterson talked about FOAA requests made that did not clarify any complaints have been made towards the cemetery mowing quality. Ms. Pomerleau said this is not about quality, but rather at reviewing how line items are categorized, which she said is important for the town. Mrs. Peterson shared her concern was about how this topic came to be discussed. There was a lengthy discussion.
- John Parent, chair of the budget committee, requested all select board members attend the budget committee meeting this Thursday due to the concern over cemetery budgeting. He said the budget shortfall of \$230,000 took the committee by surprise. The road committee has recommended \$205,000 that would take \$30,000 out of the roads reserve and \$175,000 from the unassigned fund balance. Mr. Parent explained the transfer from the unassigned balance is for a bond payment, \$111,000, that was supposed to be in this budget but it does not need to be made until the next budget. He said the \$205,000 would keep road maintenance on par and would not affect the mil rate. Mr. Parent said the committee had another lengthy discussion regarding going out to bond again. He said the whole committee was against this because for the last bond for \$700,000 the taxpayers were told this was going to fix all the roads and this would be it for bonds for a while; coming back to the voters for regular maintenance on the road would not be accepted well. The budget committee will review this again this Thursday night. Mr. Parent would like to have a zero or less than zero increase in the town side of the budget. Some carry forward money will be asked to be taken out of a few categories in order to have a zero or less than zero increase. There was a discussion about bonds and bond payments. The board requested a select board meeting be posted for 04/10/2014.

(6) Appointments/Reappointments:

Peter Barengo and Shelly Gerstein have both applied for the Cobbossee Watershed District rep opening.

Motion by Mrs. Reay to appoint Peter Barengo as the rep from tonight until 6/30/2015, **second** Mr. Durgin; **vote** 5-0-0.

Motion by Mr. Durgin to extend the meeting to 9:45 pm, **second** Ms. Pomerleau; **vote** 5-0-0.

Motion by Mrs. Reay to appoint Shelly Gerstein as Cobbossee Watershed District alternate, dam committee alternate, and Readfield enterprise fund committee member from tonight until 6/30/2015, **second** Mr. Curtis; **vote** 5-0-0.

Motion by Mrs. Reay to regretfully accept the resignation of Lee Hepfner from the Library Board of Trustees and to thank him for his dedicated service to the town, **second** Mr. Durgin; **vote** 5-0-0.

(7) Lien foreclosures update: Mr. Pakulski distributed an updated listing and recommended going forward with foreclosures on Choate and Blake if necessary.

(8) Legal services RFP responses: The responses were reviewed. Mrs. Reay would like to invite Lee B. and Matt T. from Bernstein Shur into an executive session regarding performance issues prior to supporting this contract. Further discussion was tabled until an executive session later this evening.

(9) Security camera systems review: Mrs. Reay clarified \$6,000 is what is currently in the budget for this. She also said costs are outdated and the information is not accurate. Mr. Curtis does not believe the proposed costs are accurate. John Parent recommended tabling the discussion for now until more homework can be done and to possibly bring it up for next year's budget, unless further research can be done in time for this year; if so, a separate article can be created for voters to decide.

Motion by Mrs. Reay to extend the meeting until 10:15 pm, **second** Mr. Durgin; **vote** 5-0-0.

(10) Ad hoc Public Works Committee directives: There was a discussion.

Motion sue to have the town manager advertise for 5 positions and Ms. Pomerleau will serve as select board liaison to the committee, with start and finish dates to be given once the committee is formed, **second** Mr. Curtis; **discussion** – John Parent asked what the end result will be. Ms. Pomerleau said hopefully the committee can come up with one document to include all information from the beginning to dissolution, which will help with future planning for the town. There was a lengthy discussion. **Vote** 4-1-0 (Mr. Dunn voted against).

(13) Heritage Days – draft referendum question: There was a discussion about the draft ballot questions. Mr. Durgin will write a one-question ballot question to be circulated to the select board for feedback.

The board made a unanimous decision to continue the meeting on 04/15/2014 at 4:30 pm.

Motion by Mrs. Reay to extend the meeting 10 minutes, **second** Ms. Pomerleau; **vote** 5-0-0.

There were no public comments.

The meeting adjourned at 10:25 pm.

Continued meeting minutes April 15, 2014:

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

Others attending: Shannon Gould (PEG TV), Stefan Pakulski (Town Manager), Milt Wright, Lorraine Hall-Wagner, Karen Peterson, Debora Doten, John Stanley, John Parent, Teresa Shaw (Finance Officer), Robin Lint (Town Clerk), Grace Keene, Sandra Rourke and Marion Dunham.

The meeting was called to order at 4:40 pm by Mrs. Reay. The Pledge of Allegiance was made.

The audit contract renewal has been received.

Motion by Mr. Curtis to accept the RHR Smith and Co. contract, **second** Ms. Pomerleau; Mr. Dunn made an amendment to allow for the town manager to sign the contract on behalf of the board, **second** Mrs. Reay; **vote** on amendment 5-0-0; **vote** on original motion 5-0-0.

(13) Heritage Days – draft referendum question: Mr. Durgin drafted a document with two proposed Heritage Days referendum questions. There was a discussion. This will be a binding vote, not just public opinion. The first question is written to raise \$5,000 annually for Heritage Days and to hold Heritage Days every other year. It will need to be reviewed by legal counsel. The first question was unanimously chosen by the board. John Parent suggested separating Heritage Days as its own warrant article and to not include it in

the recreation portion of the town meeting warrant. He also suggested if Heritage Days is able to fundraise and create a carry forward balance and not need the town funding this should be part of the wording. Mr. Pakulski will ask legal counsel about this, as well. It is already a carry forward account.

Mr. Pakulski gave the board an update about a tree that came down on Morrill Road on Thursday of last week and crushed 3 vehicles, all of which were a total loss. He has put in a claim to MMA. The tree was in the town's right-of-way. Other trees in town are of concern and he has asked a local tree person to review them. There are also two additional trees on Morrill Road that should be taken down but this is not an immediate danger. An estimate to have these two trees removed is approximately \$3,000. If this expense is authorized, it may overdraft the roads budget. There was a discussion. Mrs. Reay would like to waive the purchasing policy and get the trees removed as soon as possible.

Motion by Mr. Curtis to authorize the town manager to obtain a dollar figure from Linton Tree Removal Service for the removal of the two trees indicated on Morrill Road and to authorize him to spend up to \$3,000 to have the trees removed and hauled away, **second** Mr. Durgin; the motion was amended by Mrs. Reay to give the town manager flexibility to spend up to \$3,500 and to have the funds come out of the summer roads budget, **second** Mr. Curtis; **vote** on amendment 5-0-0; **vote** on original motion 5-0-0. The town manager will arrange for the trees to be removed as soon as possible.

Mr. Pakulski gave thanks to Lorraine Wagner for alerting the town office about a dangerous situation at the town beach. Mr. Pakulski and Chief Lee Mank responded and removed two teenagers from walking on thin ice. **(14) Town Meeting Warrant Draft with Budget recommendations:** The annual town budget draft was reviewed and discussed. Mr. Durgin thanked the budget committee for their hard work. Mrs. Reay gave thanks for the sub-committees' work as well, along with all staff that worked on the administration part.

(15) Residents' letters: Mrs. Reay said board responses are not completed yet but they are in process.

(16) Other: None.

(17) Public Communications: Mr. Durgin read the policy. There were no public comments.

Mrs. Reay said a board member requested the board readdress the objectives assigned to the town manager. She asked the board if this should be done in public or executive session. She said she received legal advice and was told if it could harm the town manager's reputation or if it may result in his discipline it should be done in executive session. Mrs. Reay recommended going into executive session, but she said it is a board decision. There was a discussion.

Motion by Mr. Durgin to enter executive session pursuant to 1 MRSA Sec. 405(6)(A) for a personnel issue, **second** Mr. Curtis; discussion – Milt Wright said if an employee is going to be discussed in executive session he has the right to be represented. Mrs. Reay said Mr. Pakulski is aware of this. The motion was amended by Mrs. Reay to invite the town manager to attend, **second** on amendment by Mr. Durgin; **vote** on amendment 5-0-0; **vote** on original motion 5-0-0. The board entered into executive session at 7:37 pm.

Recorded by Deborah Nichols

The board exited executive session at 8:13 pm and reconvened. **Motion** by Mrs. Reay, **second** by Mr. Durgin to enter into executive session at 8:14 pm pursuant to 1 MRSA Sec. 405(6)(A) for a personnel issue and to invite the town manager to attend; **vote** 5-0-0.

Motion by Mrs. Reay, **second** by Ms. Pomerleau to leave executive session; **vote** 4-1-0 (Mr. Curtis opposed). The board reconvened.

Motion by Mrs. Reay, **second** by Mr. Durgin to enter into executive session pursuant to 1 MRSA Sec. 405(6)(D) for labor negotiations; **vote** 5-0-0. The board entered executive session at 8:55 pm. Seeing no further business before the board, Mrs. Reay adjourned the meeting at 8:56 pm.

Recorded by Stefan Pakulski

#2

**Warrant
Presented
at Meeting**

#3

Select Board

Verbal Judo Workshop - Val Pomerleau attended April 2, 2014

This was a very good customer service workshop and I would recommend it to everyone that has to deal with the public.

There are three kinds of people - you have to learn to deal with all three

1. "Nice People" – they will cooperate every time.
2. "Difficult People" – they will never cooperate.
3. "Nice/Sneaky People" – will cooperate but are mean behind your back

REspect versus Respect

Should always treat people with REspect no matter how they treat you. This does not mean that you respect them.

Need to know your own weakness

Define what triggers you

Name what triggers you

Own what triggers you – owning is controlling

Cannot control the way other people act but you can control how you react to them.

Public officials are held to a higher standard – it is human nature to take things personally and we have to constantly remind ourselves to listen to what is really being said. Listening respectfully and showing a little compassion often helps reduce volatile situations. The goal should be to generate voluntary compliance.

PACE = Technique to analyze & control verbal encounters

- P= Problem
1. Way you see it
 2. way other person sees it

A= Audience – person you are communicating with

What is special, different, or unique?

The way we react will either make things more difficult or make them easier. Try to really listen to what they are saying – react to the issue not the way it is presented

C= Constraints – obstacles and barriers to communication

Use it – I understand – I have the same problem with.....

Ignore it – don't take it personally – though directed at you it is not about you

Step around it – not going to be able to solve the state deficit today so why don't I process this for you

E= Ethical presence – facial expression and body language projected

I am a professional

I am here to help

I am here to solve the problem

Five-Step

1. Ask – (Ethical Appeal)

Ask for cooperation – Please explain the problem to me

2. Set Context – (Reasonable Appeal)

Explain rules – we have a policy....

....the municipal budget is only _% of your taxes and that is voted on by the tax payers at Town meeting. The school budget is _% of your taxes and is on the election ballot. And the county budget is _% and that is set by the county. As you can see the municipal budget is the smallest % of your taxes.

The state sets the fees for

3. Present options (Personal Appeal)

Explain the positive 1st – “if you can give me the information I need I can process this registration and have you on your way....

Explain the negative – if you continue to raise your voice at me I will not be able to process your registration and I will have to ask you to leave

4. Confirm (Practical Appeal) “Sir/Ms, is there anything I can say to earn your cooperation at this time? I’d like to help you.”

5. Act- follow through with negative option you gave them – “ask them to leave.....”

Most important thing is to be professional and REspectuf at all times. A public servant has to deal with the “public” in all their different personalities – make sure you present your professional personality at all times. Don’t take things personally – the anger and frustration may be directed at you but it is not about you!

As I said above I would recommend this class or any class that gives individuals that have to deal with the public the necessary skills to handle difficult situations in a Respectful and professional manner and this includes the select board and other public officials. MMA and others offer a variety of workshops that are very beneficial in helping the “Professional” learn to become more “Professional” and remain more “Professional” in many different situations.

#4

Town Manager

4. Town Manager report for April 22, 2014

Most of the Town Manager's work in the past two weeks has gone into a continued Select Board meeting and follow-up, preparation for and attendance at a final Budget Committee meeting, a Solid Waste and Recycling Committee meeting, and regular management duties. Here is a summary of other items:

- Morrill Road trees: ATL Tree Service has been contracted to remove the designated pine trees for a price not to exceed \$3500. The work is scheduled for the week of April 21, 2014.
- Conservation Commission budget clarification: The Town Manager is seeking clarification from legal counsel to the status of the Conservation Commission budget given last year's Town Meeting vote that created a new account from the Town Farm Forest account.
- Roads: Spot maintenance of gravel roads continues, temporarily addressing potholes and wet areas as needed with crushed stone and gravel. Grading of all gravel roads will be scheduled once weather allows.
- Town boundary lines: Dan Harriman shortly will continue his work approved last year to review the Town's boundary lines and note where the granite monuments might need repositioning, repair or replacement.
- Joint meeting in Fayette at 6:00 PM, April 30th: This meeting of the Select Boards and Town Managers from Wayne, Fayette and Readfield will start with a spaghetti dinner in the gym of the Fayette elementary school. Dan Harriman is an invited speaker to talk about the boundary lines work, as this could be shared between the towns. A representative from KVCOG has also been invited. The evening will be open to topics of interest to all attending.
- KVCOG strategic planning: The Town Manager will participate in this planning meeting on April 18, 2014 and report back to the Select Board.
- Town Manager's leave: The Town Manager will be on leave on April 22nd and 23rd. Teresa Shaw will attend the Select Board meeting on April 22nd as the Town Manager's designee.
- Somerset PSAP contract: A two-year service contract will be reviewed at the next Select Board meeting. The proposed contract would not raise the fee in the first year, but would have a five percent increase in the second year. Fire Chief Lee Mank recommends that the Select Board should approve the proposed contract.
- David Bustin, Senate candidate: Mr. Bustin would like to meet the Select Board on May 5th.
- Legal counsel review: This will be scheduled for a Select Board meeting later in May.
- FEMA resolution: An example resolution, as drafted by the Town of Fayette, will be on the Select Board agenda for May 5th. Many towns around the state have approved similar resolutions urging FEMA to change its policy regarding ice storms so that these could also be qualified as disasters for FEMA assistance.

#5

**Boards,
Committees,
Commissions
& Departments**

Maranacook Area School District

Regional School Unit No. 38

A Caring School Community Dedicated to Excellence

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

Nancy Harriman, Ph.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

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April 17, 2014

Budget Update #9

On April 16, 2014 the RSU #38 approved the FY15 budget totaling \$15,614,580 and representing a decrease of 1% from the FY14 budget. This budget, (\$110,211) from FY 14, is close to meeting the total goal of 0%, increase which would have been a decrease of \$150,000 from FY 14 due to the discontinuation of the Phoenix House program.

At the Annual Budget Meeting, on May 7, 2014 at 7:00 pm at the high school, members of the RSU #38 School Board will explain the warrant articles within the budget. Citizens of the four towns will then vote on those warrant articles. Childcare will be provided for this meeting by members of the Maranacook National Honor Society.

On June 10, 2014 members of the four communities will vote on the FY15 budget at the Budget Validation Referendums which will be held at the individual town polling locations.

Within the next week and a half citizens of RSU #38 will receive a copy of the Annual Report in the mail that will contain information about the FY15 budget, messages from RSU #38 administrators, and an explanation of each warrant article. Be sure to look for this in your mail.

I would like to thank all the citizens that attended the budget development meetings and to those that provided input through email, phone calls, and presentations to the RSU #38 School Board. It is extremely important to have this input and each comment was taken into consideration throughout the budget development process. Please make every effort to attend the annual meeting and to visit your town polling place on June 10 to vote in the budget referendum.

Sincerely,

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

Cemetery Committee Meeting Minutes

February 3, 2014

Present:

Members: Lydia Adelson, George Bolz, Deb Doten, Sandra Rourke, Lorraine Wagner, Grace Keene, Pam Osborne, Brenda Lake

Select Board Members: Sue Reay

Staff: Karen Peterson, Stefan Pakulski

Members of Public: Tom Dunham

Purpose of Meeting: To make a decision about the RFP for mowing, and to finalize a 2015 cemetery recommendation.

Discussion:

The budget process will be driven by the goals of being flat funded, maintaining quality, and maintaining infrastructure.

The Committee agrees that each member is taking the fiscal responsibility of budget development very seriously. No one wants to be over budget, or have a budget that is beyond spending means.

Do we have a reliable candidate at this time? Several members noted concerns that the Contractor did not come to the prior meeting, and there were no messages that we are aware of.

One Committee Member noted that a contractor is more inexpensive and there is adequate control over performance. This member wants to be sure that a contractor is treated with the same standards that used for employees.

Two budget options were discussed. One budget has the expenses separated from the mowing salary from the Sexton's salary. The other has equipment lines removed and mowing salary removed, and the Contractor Proposal of \$12,500 included. The difference between the two budgets is \$396.00. It was asked that a closer look at the time billed to the salary, tax and benefit lines be completed to assure that the salary lines in the budget utilizing employees is correct.

Capital Improvement Plan (CIP): It is most likely that there will be reductions in the CIP. It is possible that if the mower outlined in this plan may not be approved for purchase.

In order to finalize any funding for one time projects such as fencing or roads, we must finalize the salary and benefit lines. This means we need to come to a decision on the RFP before we move forward to finalize the budget.

Next Meeting: February 13, 2014

The only agenda item will be budget recommendations.

Cemetery Committee Meeting Minutes

January 23, 2014

Members Present: Sue Reay, Brenda Lake, Lydia Adelson, Karen Peterson, Eveyln Potter, Grace Keene, George Bolz, Sandra Rourke, Lorraine Wagner, Pam Osborn

Review of Meeting Minutes: January 9, 2014 Meeting Minutes were approved

Interview with Littlefield & Son: This interview was the primary focus of the meeting. The contractor did not come to the meeting. Brenda stated that she felt strongly that the committee recommend staying with the current system of mowing. She feels that the employees are doing a great job, wants to see our equipment used, and likes that the Town hires locally.

Update on the Granite: Lydia is a member of the Trails Committee. At their last meeting, she asked the Committee what they would like to see done with the pulling stones at the fairgrounds. The Trails Committee had forgotten about the stones and would like to be part of the discussion as to what to do with them. The Trails Committee will discuss this at their spring meeting. Sue added that she does have a volunteer that will help move the stones. There may be others who will also contribute their time and equipment.

Update from the Select Board: Sue asked for feedback from the committee on whether or not we feel that she addressed our concern (see Jan. 9 minutes). It was agreed that she fully addressed our concerns.

Update from the Chairs Meeting: Each committee needs to review and revise their component of the Town Of Readfield's Comprehensive Plan and evaluate progress on Short, Mid, and Long term goals. The Cemetery Committee is not included in the CIP. We will need to write this, and work will begin on this project after the budget is completed. The CIP is on the Town's web site for review.

We will also need to begin work on a mission statement along with our goals.

Budget:

In order to help with the discussion, Deb came up with a draft of a spreadsheet which identifies the only the mowing costs of utilizing employees so that the Committee may compare to the bid made by the contractor. This is a draft and not reviewed by staff for accuracy.

Cemetery Stone Repair Line: Leave the same at \$4000. The sign at Torsey cemetery has been damaged by a State plow.

Equipment: (Equipment lines are for comparison use only at this time.)

Fuel cost will need to be projected. The rest of the lines seem ok .

Major stone walls and a new mower are part of money set aside for CIP.

Other Thoughts on the Budget:

Do we want to put in the money for a road in East Readfield? Should we prioritize some money for natural fencing?

Next Meeting: February 3 at 10:00.

Cemetery Committee Meeting Minutes

February 13, 2014

Present:

Members: Lydia Adelson, George Bolz, Deb Doten, Sandra Rourke, Lorraine Wagner, Grace Keene, Pam Osborne, Brenda Lake, Evelyn Potter

Select Board Members: Sue Reay

Staff: Stefan Pakulski

Members of Public: None Present

Purpose of Meeting: To make a decision about the RFP for mowing, and to finalize a 2014/2015 cemetery recommendation.

Discussion:

The budget process will be driven by the goals of being flat funded, maintaining quality, and maintaining infrastructure.

At our last meeting, the Committee requested that the Town Manager confirm the Mr. Littlefield's interest in the mowing contract. Grace received an e-mail this morning that Mr. Littlefield is no longer interested in this contract.

The Committee discussed the budget based upon employee salaries. The following points were addressed:

- There will be carry forward funds of \$400 for the Memorial Gardens.
- Sue urged transparency when presenting salary lines and stipend lines. Residents would like the true cost of mowing.
- Equipment is a concern. There may need to be a new mower purchased in the next year to two years. The process options were explained as a lease/purchase, capitol budget one time only purchase, maintenance/equipment reserve, and amortization.
- The trust fund interest balance is \$34,000. Grace recommends a cushion of \$30,000 be kept.
- The stone wall repair and the mower are still included in the CIP. Sue noted that the Select Board has asked to keep the CIP spending at a ceiling of \$500,000.

Before leaving the meeting, Lorraine asked the following questions:

Will the fence on the Church Rd. be repaired this year?

Is it too late for another RFP to be issued?

Sue shared her thoughts on approving \$4000 from the trust for the 2015 budget. This money could be put toward purchase of equipment. If the money is not utilized in this fiscal year, it could be carried forward to the 2016 budget.

Committee Recommendations for the 2015 Cemetery Budget:

The recommendation is to approve the 2015 Initial Budget on the Custom Budget Report.

We also would like to explore the idea of the \$4000 in Trust Fund interest which could be used toward equipment.

There was consensus among all the Committee Members to approve these recommendations. It should be noted that two members left the meeting before this vote was finalized.

Sue noted that no one had discussed her email of February 11th. Several of the committee members responded by saying they went right to work on answering her questions for the meeting. Deb had made copies of the email for distribution.

Lydia extended a gracious Thank you to the Committee, and to Sue as the liaison to the Select Board, for the comprehensive and hard work done on this budget.

Next meeting

March 6th at 9:00

Topics to be addressed:

Approval of meeting minutes for 3 meetings.

Fence repair on Church Rd.

Mission and goals

Audrey's Fence!

on Feb 07, 2014, **Stefan Pakulski** <readfield.tmgr@roadrunner.com> wrote:

Hi Matt,

At the request of the Cemetery Committee, I'm checking the status of your bid and your interest in possibly mowing Readfield's cemeteries and other town properties. The committee would like to make a recommendation to the Select Board whether or not to accept your bid, but they also were interested in talking with you before that. I understand you had some scheduling issues and couldn't make the last committee meeting.

Please send a message or call and let me know your thoughts.

Thanks and trust all's well,

Stefan Pakulski, Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355
ph: 207-685-4939
fax: 207-685-3420
cell: 207-242-5437
email: readfield.tmgr@roadrunner.com

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, §401-§521 of the Maine Revised Statutes).

From: Littlefield & Sons [<mailto:matthew@littlefieldandsons.com>]
Sent: Wednesday, February 12, 2014 9:27 AM
To: readfield.tmgr@roadrunner.com
Subject: Re: checking in

Stefan,

Sorry for the delay in the response to your email. Due to changes in our lives at this time I will have deny the oppurtunity to contract with the Town of Readfield. I wish you the best and thank you for your time.

Matthew Littlefield

Littlefield & Sons

From: Stefan Pakulski [<mailto:readfield.tmgr@roadrunner.com>]
Sent: Wednesday, February 12, 2014 7:02 PM
To: 'Littlefield & Sons'
Cc: Grace Keene; Karen Peterson
Subject: RE: checking in

Matt,

Thanks very much for your message. I had a sense that your plans might have evolved since we last spoke, and I trust it's all in good directions for you. Thanks very much again for bidding on the work here in Readfield. I wish you success and would look forward to talking with you in the future if another opportunity might arise.

Stefan Pakulski, Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355
ph: 207-685-4939
fax: 207-685-3420
cell: 207-242-5437
email: readfield.tmgr@roadrunner.com

Attachment 2: Email from Select Board Liason

Budget suggestions

From Sue Reay selectboard.sr@ne.twcbc.comhide details

To Lorraine Wagner tysgrandparents@myfairpoint.net, Brenda Lake Bllake@gmail.com, Grace Keene g4k4@fairpoint.net, Stefan Pakulski readfield.tmgr@roadrunner.com, Evelyn Potter etap30@roadrunner.com, George Bolz beaverbog@roadrunner.com, Lee Hepfner lhepfner@roadrunner.com, Pam Riley Osborn pamosborn1@gmail.com, Lydia Adelson lydnag@roadrunner.com, Karen Peterson readfieldfdcem@roadrunner.com, Debra Doten dadoten57@aol.com

To all,

As a select board member, I have really encouraged you to all make sure that the budget you put forth considers every possible aspect in presenting an apples to apples comparison with the RFP you received. The only part that I see missing from the last spreadsheet sent to us, is that the spreadsheet is focused on a one year budget without taking into consideration a 3 year RFP that you have. Looking forward I would like to suggest that you make sure the public will understand costs for this year, next year and the following year compared to the RFP.

We are all aware that newer mowers, weed whackers, etc. will be in the future CIP for replacement and I feel that you need to be objective in this process. Whether or not we will have to replace the existing truck and trailer used for mowing, costs of fuel, insurance, etc. need to be brought forth for future years.

Our cemeteries are in great shape and I agree that Karen and her mowing crew this past year have done a wonderful job. If you can project out that the Town will be better served by staying with town crew's doing the cemeteries, I will 100% back you all. But in order for me to do that, I have to see total transparency and accountability for the comparison for 3 years not just one.

If Sexton duties can't be covered by the stipend, I believe we should let the residents know accurate costs to perform this duty and the reasons why.

This is only my opinion and thoughts as the liaison to the committee.

See you all Thursday morning.

Thanks

--

Sue Reay

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electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, §401-§521 of the Maine Revised Statutes).

#6

Appointments

TOWN OF READFIELD

APPOINTMENT APPLICATION

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

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

Please check one:

1st time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

BUDGET Committee

Name: MICHAEL LABENOS

Phone (H): 207 688-7158

Street address: 285 Sturtevant Hill Road

Phone (C): 207 557-2176

Mailing address: PO Box 162

E-Mail: MICHAELLABENOS@Xt400.com

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

I HAVE A MASTER'S DEGREE IN Public Administration. I deal with budgets every day at work. After one term, I feel that I am beginning to understand the town Budget.

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

I would like to be reappointed because, after one term, I feel that I understand how the budget process works. ^{That experience} will help the town.

If you are currently employed, what is your position?

MAINE DEPARTMENT OF TRANSPORTATION
ASSISTANT PROJECT MANAGER

APPLICATION FOR APPOINTMENT FOR:

Name: MICHAEL LABERGE Position BUDGET Committee Term: 6-30-17

CLERK'S USE BEFORE THE APPOINTMENT

Open position Budget Com. Member Term: 7-1-14 to 6-30-17
Was this position advertised? Yes No If no please explain: re-appointment

Is there a recommendation attached? Yes No If no please explain:
#3d of Policy
Mike has done a great job on the committee.

CLERK'S USE AFTER THE APPOINTMENT

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

SELECT BOARD APPOINTMENT

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

7-1-14 thru 6-30-17. Given under our hand this , day of , 2014

Sue Reay P. Greg Durgin Lawrence Dunn
Valarie Pomerleau Allen Curtis

TOWN OF READFIELD
APPOINTMENT APPLICATION

RECEIVED
APR 16 2014

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission
are you applying for?

Budget Committee

Name: Peter J. Barengo Phone (H): 685-0928

Street address: 89 P Ridge Rd. Phone (C): 441-1799

Mailing address: _____

E-Mail: pjbarengo@yahoo.com

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

I have had several positions in my career that have required me to manage a budget. My previous appointment to the Budget committee has given me a better understanding of a municipal budget.

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

I enjoy serving the community of Readfield in this capacity. I look forward to the opportunity to serve again.

If you are currently employed, what is your position?

Veterinary Technician

APPLICATION FOR APPOINTMENT FOR:

Name: Peter J. Barengo Position Budget Com. Term: 3 years

CLERK'S USE BEFORE THE APPOINTMENT

Open position Budget Com. Term: 7-1-14 - 6-30-2017

Was this position advertised? Yes No

If no please explain: Re-appointment

Please consider this email as a letter of recommendation for the re-appointment of Peter Barengo to the Budget Committee.

Is there a recommendation attached? Yes

Peter has a lot of experience with the budget process, and gives every decision before us a lot of thought before making a vote.

I highly recommend Peter Barengo for re-appointment to the Budget Committee.

Sincerely, John Parent, Chair, Readfield Budget Committee.

CLERK'S USE AFTER THE APPOINTMENT

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

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

SELECT BOARD APPOINTMENT

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

thru 6-30-2017. Given under our hand this , day of , 2014.

Sue Reay

P. Greg Durgin

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

TOWN OF READFIELD

APPOINTMENT APPLICATION

RECEIVED
APR 16 2014

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission are you applying for?

BUDGET COMMITTEE

Name: JOHN M. PERRY Phone (H): (207) 685-3531

Street address: Phone (C): (207) 931-8281

Mailing address: 28 CHIMNEY ROAD READFIELD

E-Mail: jmpgmp@myfairpoint.net

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

RETIRED ENGINEER - EXPERIENCE WHILE WORKING W/BUDGET DEVELOPMENT, CURRENT BUDGET COMMITTEE MEMBER, FORMER READFIELD SELECT BOARD MEMBER (2005-11).

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

CONTINUE TO ASSIST THE TOWN IN MAINTAINING ESSENTIAL SERVICES TO RESIDENTS WHILE MAKING BEST USE OF TAXPAYER'S MONEY.

If you are currently employed, what is your position?

RETIRED.

APPLICATION FOR APPOINTMENT FOR:

Name: JOHN M. PERRY Position BUDGET COMMITTEE Term: 6-30-2016

CLERK'S USE BEFORE THE APPOINTMENT

Open position Budget Com. Mem. Term: 2 year

Was this position advertised? Yes No

If no please explain:

Please consider this email as a letter of recommendation for the re-appointment of John Perry.

Is there a recommendation attached? Yes

John is a very valuable member of the Budget Committee. He brings level headed and cool reasoning to the committee. I highly recommend his re-appointment to the Budget Committee.

Sincerely, John Parent, Chair, Readfield Budget Committee.

CLERK'S USE AFTER THE APPOINTMENT

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

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

SELECT BOARD APPOINTMENT

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

thru 6-30-2016. Given under our hand this , day of , 2014.

Sue Reay

P. Greg Durgin

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

TOWN OF READFIELD

RECEIVED

APR 04 2014

APPOINTMENT APPLICATION

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission are you applying for? PW Ad Hoc Committee

Name: Thomas A. Dunham Phone (H): 685-4324

Street address: 1710 Main St Phone (C): 485-2033

Mailing address: PO Box 232 Kents Hill, Me 04349

E-Mail: tadunhamandsons@myfairpoint.net

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

knowledge of construction business.

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

would like to settle PW issue & provide an accurate accounting of the PW effort for future use by town

If you are currently employed, what is your position?

self employed.

APPLICATION FOR APPOINTMENT FOR:

Name: Thomas A. Dunham Position Public Works Ad hoc Com Term: None

CLERK'S USE BEFORE THE APPOINTMENT

Open position Member of Public Work Ad hoc Com Term: None

Was this position advertised? Yes No

If no please explain:

Is there a recommendation attached? Yes No

If no please explain: because no one is on the committee yet.

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No None to notified If yes what date:

Is an Oath appropriate: not needed. Yes No If yes what date:

SELECT BOARD APPOINTMENT

To Thomas A. Dunham of Readfield, in the County of Kennebec and State of Maine: There being a position on the Public Works Ad hoc Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

Apr 22, 2014 thru None. Given under our hand this , day of , 2014.

Sue Reay P. Greg Durgin Lawrence Dunn
Valarie Pomerleau Allen Curtis

TOWN OF READFIELD

APPOINTMENT APPLICATION

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for?

Public Worker Adhoc Com.

Name: Raymond C Renner Phone (H): 685-9546

Street address: 83 Walker Rd. Phone (C): _____

Mailing address: Readfield MA 04255

E-Mail: rayrenner@gmail.com

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

Select. Engineer, wrote contracts, Administered contracts and maint. FAA, mil., Corp retired

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

To serve my community

If you are currently employed, what is your position?

Retired

APPLICATION FOR APPOINTMENT FOR:

Name: Raymond Penner Position P.W. Adhoc Com. Term: none

CLERK'S USE BEFORE THE APPOINTMENT

Open position Member P.W. Adhoc Com. Term: open-till done

Was this position advertised? Yes No

If no please explain:

Is there a recommendation attached? Yes No

If no please explain: Com. not set-up yet.

CLERK'S USE AFTER THE APPOINTMENT

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

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

SELECT BOARD APPOINTMENT

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

thru open. Given under our hand this , day of , 2014.

Sue Reay

P. Greg Durgin

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

TOWN OF READFIELD

APPOINTMENT APPLICATION

1 of 2 for 1 position.
Filling Lee Hepfers
position ending 630-15
1-year

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for?

The Cemetery Committee

Name: G. Marianne Perry

Phone (H): 685-3531

Street address: 28 Chimney Rd.

Phone (C): 491-9530

Mailing address: (Same as above)

E-Mail: jmpgmp@myfairpoint.net

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

For the last six months or so I have been actively involved with the Cemetery Com. discussions on border plantings/enhancements at the E. Readfield (I am a Master Gardener & enjoy enhancing our Cemetery community.)

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

- 1) I believe that I work well as a member of a committee. (I am an "idea" person.)
- 2) I am very interested in history & find cemeteries interesting places to visit
- 3) For 15 yrs. or so I have volunteered to maintain

If you are currently employed, what is your position?

→ my aesthetic/gardening skills to my community in various areas of this town. (I do have time and enthusiasm to give)

1 of 2

1 open position taking Lee Hephner's position.

APPLICATION FOR APPOINTMENT FOR:

Name: Marianne Perry Position Cemetery Com. Term: 1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Cemetery Com. Member Term: 1 year - filling Lee Hephners position
Was this position advertised? [X] Yes [] No If no please explain:

Is there a recommendation attached? [X] Yes [] No If no please explain:
I am pleased to recommend Marianne Perry for the Cemetery Committee.
As a master gardener, I believe she will be a great asset to the Committee. Grace Keene, Chair

CLERK'S USE AFTER THE APPOINTMENT

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

SELECT BOARD APPOINTMENT

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

[] thru 6-30-2015. Given under our hand this [] , day of [] , 2014.

Sue Reay P. Greg Durgin Lawrence Dunn
Valarie Pomerleau Allen Curtis

2012

1 open position taking Lee Hephner's position

APPLICATION FOR APPOINTMENT FOR:

Name:

John Moran

Position

Cemetery Com Memb

Term:

1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Committee Member

Term:

from appt. - 6-30-2015

Was this position advertised?

Yes No

If no please explain:

position of Lee Hephner

Is there a recommendation attached?

Yes No

If no please explain:

I do not recommend John Moran for the Cemetery Committee. He stated he could not continue to work with the Committee and the Sexton in 2010 when his last term was up. Grace Keene, Chair

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

Yes No

If yes what date:

[]

Is an Oath appropriate:

Yes No

If yes what date:

[]

SELECT BOARD APPOINTMENT

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

[] thru 6-30-2015. Given under our hand this [] , day of [] , 2013.

Sue Reay

P. Greg Durgin

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

#7

**Town Meeting
Warrant Draft
w/Budget Rec.**

Annual Town Meeting Warrant

June 10 & 12, 2014

TO: Karen Peterson of the Town of Readfield, Maine, in the County of Kennebec.

GREETINGS: In the name of the State of Maine and the Town you are hereby required to notify and warn the inhabitants of the Town of Readfield, qualified by law to vote in Town affairs, of the Meeting described in this Warrant.

TO: The voters of the Town of Readfield, you are hereby notified to meet in Asa Gile Hall, 2nd floor (Town Office) in said Town on Tuesday, June 10, 2014, at 8:00 o'clock AM to act on Article 1 by written ballot and on Articles 2 and 3 by secret ballot. The polling hours will be from 8:00 o'clock AM to 8:00 o'clock PM. The meeting will recess at the completion of the count of the ballots until Thursday, June 12, 2014, at 6:00 o'clock PM. The meeting will reconvene at the Readfield Elementary School Auditorium in said Town on Thursday, June 12, 2014, at 6:00 o'clock PM.; then and there to act on Articles 4 through 48 as set out below, to wit:

Article 1. To choose a moderator to preside at said Town Meeting.

Article 2. To elect all necessary Town Officers as required to be elected by secret ballot (M.R.S.A. 30-A, Section 2528).

Select Board: One 3-year term

RSU #38 Advisory Board: One 3-year term, One 1-year term

RSU #38 Board: Two 3-year terms

Article 3. To see if the Town will vote to make Heritage Days a biennial event, with \$5000 in support raised annually, with the next scheduled occurrence in August 2015. (or wording as approved by legal counsel)

Article 4. To see if the Town will vote to hear and discuss any reports of any Boards or Committees or Officers of the Town.

Select Board Recommends: Ought to Pass

Article 5. To see if the Town will vote to allow the Select Board to establish salaries of Town Officers and Employees, not elsewhere established, for the period **July 1, 2014 - June 30, 2015.**

Select Board Recommends: Ought to Pass

Article 6. To see if the Town will vote to fix **September 26, 2014** or thirty days after the taxes are committed, whichever is later, and **February 27, 2015** as the dates on each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of **4%** per year. (*Note: Maximum interest allowed is 7% per the State.*)

Select Board Recommends: Ought to Pass

Article 7. Shall the Town authorize the Tax Collector to pay interest at a rate of **0.5% (1/2%)** from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, Sect. 505.4? (*Note: If a municipality fails to set a rate, it shall pay interest at a rate of 7%.*)

Select Board Recommends: Ought to Pass

Article 8. Shall the Town authorize the Tax Collector to accept payment of taxes not yet committed? (*Note: This article is required by State Law, Title 36 MRSA, Section 506, at each Annual Town Meeting, in order to collect any prepayment--such as Tax Club payments--for taxes paid prior to commitment of said taxes.*)

Select Board Recommends: Ought to Pass

Article 9. To see if the Town will vote to authorize the Select Board on behalf of the Town to enter into single or multi-year contracts, leases, and lease purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town.

Select Board Recommends: Ought to Pass

Article 10. To see if the Town will vote to accept any gifts, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, which have not been listed in any of the previous or following articles, if the Select Board determines that the gifts, donations, or pass-through funds and their purposes are in the best interest of the Town.

Select Board Recommends: Ought to Pass

Article 11. To see what sum of money the Town will vote to raise and/or appropriate for the *General Government* budget category:

Municipal Administration

Spent 2012-13 \$289,332 Approved 2013-14 \$288,563

Select Board Recommends: \$

Budget Committee Recommends: \$ 296,629

Insurance

Spent 2012-13 \$22,284 Approved 2013-14 \$21,250

Select Board Recommends: \$

Budget Committee Recommends: \$ 21,250

Office Equipment

Spent 2012-13 \$3,245 Approved 2013-14 \$4,650

Select Board Recommends: \$

Budget Committee Recommends: \$ 3,955

Assessing

Spent 2012-13 \$24,931 Approved 2013-14 \$32,800

Select Board Recommends: \$

Budget Committee Recommends: \$ 31,975

CEO/LPI/BI

Spent 2012-13 \$14,380 Approved 2013-14 \$22,762

Select Board Recommends: \$

Budget Committee Recommends: \$ 21,745

Town Boundaries

Spent 2012-13 \$0 Approved 2013-14 \$2,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 1,000

(Note: will include some cost sharing with neighboring towns. This will be a carry forward account)

Municipal Maintenance

Spent 2012-13 \$59,278 Approved 2013-14 \$69,026

Select Board Recommends: \$

Budget Committee Recommends: \$ 70,466

Grant Writing/Planning Services

Spent 2012-13 \$0 Approved 2013-14 \$2,500

Select Board Recommends: \$

Budget Committee Recommends: \$2,500

(Note: \$2,500 from carry forward account. This is a carry forward account)

Heating Assistance

Spent 2012-13 \$1,509 Approved 2013-14 \$1,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 1,500

(Note: Donations, this is a carry forward account, no tax dollars.)

Total General Government Category

Spent 2012-13 \$414,959 Approved 2013-14 \$445,551

Select Board Recommends: \$

Budget Committee Recommends: \$451,020

Article 12. To see what sum of money the Town will vote to raise and/or appropriate for the *Boards and Commissions* budget category:

Appeals Board

Spent 2012-13 \$0 Approved 2013-14 \$610

Select Board Recommends: \$

Budget Committee Recommends: \$ 607

Conservation Commission

Spent 2012-13 \$759 Approved 2013-14 \$1,593

Select Board Recommends: \$

Budget Committee Recommends: \$ 5,760

(Note: \$4,695 from carry forward account.)

Planning Board

Spent 2012-13 \$1,589 Approved 2013-14 \$2,799

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,773

Trails Committee

Spent 2012-13 \$2,068 *Approved 2013-14 \$2,095*

Select Board Recommends: \$

Budget Committee Recommends: \$ 4,985

Total Boards and Commissions Category

Spent 2012-13 \$4,416 Approved 2013-14 \$7,097

Select Board Recommends: \$

Budget Committee Recommends: \$ 14,125

Article 13. To see what sum of money the town will vote to raise and/or appropriate for the *Town Buildings Operations & Maintenance* budget category:

Fire Station

Spent 2012-13 \$8,619 Approved 2013-14 \$8,734

Select Board Recommends: \$

Budget Committee Recommends: \$ 10,980

Asa Gile Hall (Town Office Building)

Spent 2012-13 \$23,404 Approved 2013-14 \$22,228

Select Board Recommends: \$

Budget Committee Recommends: \$ 21,818

Library Building

Spent 2012-13 \$3,625 Approved 2013-14 \$8,983

Select Board Recommends: \$

Budget Committee Recommends: \$ 16,079

(Note: \$11,000 from Library Building Capital carry forward.)

Maintenance Building

Spent 2012-13 \$542 Approved 2013-14 \$1,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 1,500

Total Town Buildings Operations & Maintenance Category

Spent 2012-13 \$36,190 Approved 2013-14 \$41,445

Select Board Recommends: \$

Budget Committee Recommends: \$ 50,377

Article 14. To see what sum of money the Town will vote to raise and/or appropriate for the *Community Services* budget category:

Animal Control

Spent 2012-13 \$19,965 Approved 2013-14 \$16,918

Select Board Recommends: \$

Budget Committee Recommends: \$ 16,040

Kennebec Land Trust

Spent 2012-13 \$0 Approved 2013-14 \$250

Select Board Recommends: \$

Budget Committee Recommends: \$ 250

Library Services

Spent 2012-13 \$25,900 Approved 2013-14 \$26,393

Select Board Recommends: \$

Budget Committee Recommends: \$ 26,159

(Note: This is a carry forward account.)

Readfield TV

Spent 2012-13 \$5,837 Approved 2013-14 \$6,275

Select Board Recommends: \$

Budget Committee Recommends: \$ 6,165

(Note: All funds for RTV are derived from Franchise Fees from Time Warner.)

Street Lights

Spent 2012-13 \$4,856 Approved 2013-14 \$5,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 6,000

Maranacook Lake Dam

Spent 2012-13 \$0 Approved 2013-14 \$250

Select Board Recommends: \$

Budget Committee Recommends: \$ 250

Total Community Services Category

Spent 2012-13 \$56,558 Approved 2013-14 \$55,586

Select Board Recommends: \$

Budget Committee Recommends: \$ 54,864

Article 15. To see what sum the Town will vote to raise and/or appropriate for the **Recreation, Parks & Activities** budget category with the unexpended balances of the Beach, Recreation and Heritage Days to be carried forward:

Beach

Spent 2012-13 \$13,583 Approved 2013-14 \$11,138

Select Board Recommends: \$

Budget Committee Recommends: \$ 9,099

(Note: All expenses to be covered by permit fees and carry forward balance – no tax dollars)

Recreation

Spent 2012-13 \$6,821 Approved 2013-14 \$12,042

Select Board Recommends: \$

Budget Committee Recommends: \$ 9,922

(Note: Estimated revenues, No tax dollars)

Heritage Days

Spent 2012-13 \$9,872 Approved 2013-14 \$11,430

Select Board Recommends: \$

Budget Committee Recommends: \$0

Readfield Community Park

Spent 2012-13 \$365 Approved 2013-14 \$307

Select Board Recommends: \$

Budget Committee Recommends: \$ 306

Total Recreation, Parks & Activities Category

Spent 2012-13 \$30,641 Approved 2012-13 \$34,917

Select Board Recommends: \$

Budget Committee Recommends: \$ 19,327

Article 16. To see what sum of money the Town will vote to raise and/or appropriate for the following **Protection Department** category, and any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines.

Operation of the Fire Department

Spent 2012-13 \$59,664 Approved 2013-14 \$80,065

Select Board Recommends: \$

Budget Committee Recommends: \$ 78,815

(Note: This line's unexpended balance will carry forward to the Capital Equipment line.)

Fire Department Capital Equipment

Spent 2012-13 \$0 Approved 2013-14 \$8,000

Select Board Recommends: \$

Budget Committee Recommends: \$ 5,000

Ambulance Service

Spent 2012-13 \$18,186 Approved 2013-14 \$20,250

Select Board Recommends: \$

Budget Committee Recommends: \$ 20,600

Waterholes

Spent 2012-13 \$0 Approved 2013-14 \$500

Select Board Recommends: \$

Budget Committee Recommends: \$ 500

Tower Sights

Spent 2012-13 \$0 Approved 2013-14 \$0

Select Board Recommends: \$

Budget Committee Recommends: \$ 1,500

Dispatching

Spent 2012-13 \$21,181 Approved 2013-14 \$24,802

Select Board Recommends: \$

Budget Committee Recommends: \$ 26,302

Annual Physicals

Spent 2012-13 \$0 Approved 2013-14 \$125

Select Board Recommends: \$

Budget Committee Recommends: \$ 125

(Note: from carry forward)

Personal Protective Gear Replacement

Spent 2012-13 \$0 Approved 2013-14 \$2,000

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,000

Emergency Operations Plan

Spent 2012-13 \$0 Approved 2013-14 \$2,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,500

Total Protection Department Category

Spent 2012-13 \$99,031 Approved 2012-13 \$138,242

Select Board Recommends: \$

Budget Committee Recommends: \$ 137,342

Article 17. To see what sum of money the Town will vote to raise and/or appropriate for the *Cemetery Department* budget category with the unexpended balance to carry forward.

Spent 2012-13 \$30,013 Approved 2013-14 \$33,083

Select Board Recommends: \$

Budget Committee Recommends: \$ 31,003

(Note: \$0 from Perpetual Care & \$0 from Expansion Trust Funds)

Article 18. To see what sum of money the Town will vote to raise and/or appropriate for the *Roads & Drainage* budget category with any unexpended balance of Road Reconstruction to be carried forward, and all other unexpended balances to be carried forward for Summer Roads

Summer Road Maintenance

Spent 2012-13 \$479,708 Approved 2013-14 \$89,650

Select Board Recommends: \$

Budget Committee Recommends: \$ 290,950

(Note: \$38,000 from carry forward)

Road Reconstruction

Spent 2012-13 \$ 0 Approved 2013-14 \$700,000

Select Board Recommends: \$

Budget Committee Recommends: \$ 7,500

(Note: \$7,500 from carry forward from 2013 Road Bond)

Winter Road Maintenance

Spent 2012-13 \$241,244 Approved 2012-13 \$251,600

Select Board Recommends: \$

Budget Committee Recommends: \$ 255,940

Vehicles Maintenance

Spent 2012-13 \$12,960 Approved 2013-14 \$11,800

Select Board Recommends: \$

Budget Committee Recommends: \$ 10,400

Interlocal Work

Spent 2012-13 \$575 Approved 2013-14 \$2,200

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,504

Total Roads & Drainage Category

Spent 2012-13 \$734,487 Approved 2013-14 \$1,055,250

Select Board Recommends: \$

Budget Committee Recommends: \$ 567,294

Article 19. To see what sum the Town will vote to transfer from available interest in the Cemetery Perpetual Care Trust Fund to establish a non-lapsing reserve account for mowing equipment.

Spent 2012-13 \$0 Approved 2013-14 \$0

Select Board Recommends: \$

Budget Committee Recommends: \$ 4,000

(Note: \$4,000 from Perpetual Care Trust Funds)

Article 20. To see what sum the Town will vote to raise and/or appropriate for the *Capital Improvements* budget category with all accounts to be carried forward.

Asa Gile Hall (Town Office)

Spent 2012-13 \$23,027 Approved 2013-14 \$30,000

Select Board Recommends: \$

Budget Committee Recommends: \$ 3,500

Fairgrounds Athletic Fields

Spent 2012-13 \$864 Approved 2013-14 \$50,000

Select Board Recommends: \$

Budget Committee Recommends: \$ 31,160

(Note: \$31,160 from carry forward. No tax dollars)

Cemetery

Spent 2012-13 \$0 Approved 2013-14 \$0

Select Board Recommends: \$

Budget Committee Recommends: \$ 10,000

(Note: \$1,680 from carry forward account)

Transfer Station

Spent 2012-13 \$18,789 Approved 2013-14 \$8,500

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,000

Maranacook Lake Dam

Spent 2012-13 \$ 0 Approved 2013-14 \$2,400

Select Board Recommends: \$

Budget Committee Recommends: \$ 13,500

(Note: \$8,500 from carry forward account.)

Total Capital Improvements Category

Spent 2012-13 \$42,680 Approved 2013-14 \$90,900

Select Board Recommends: \$

Budget Committee Recommends: \$ 60,160

(Note: The unexpended balances in these accounts are non-lapsing carry forwards.)

Article 21. To see what sum of money the Town will vote to raise and/or appropriate for the **Solid Waste Department** budget category with all accounts to be carried forward.

Transfer Station

Spent 2012-13 \$222,778 Approved 2013-14 \$249,656

Select Board Recommends: \$

Budget Committee Recommends: \$ 250,585

(Note: Total expenses for the Transfer Station are proposed at \$250,585 and will be reduced by estimated revenues of \$37,600, leaving a net cost of \$212,985. Half of the total net cost will be Readfield's share: \$106,492.50. Wayne pays the other half.)

Backhoe

Spent 2012-13 \$2,530 Approved 2013-14 \$7,600

Select Board Recommends: \$

Budget Committee Recommends: \$ 2,600

Total Solid Waste Department Category

Spent 2013-14 \$225,308 Approved 2012-13 \$257,256

Select Board Recommends: \$

Budget Committee Recommends: \$253,185

Article 22. To see what sum of money the Town will vote to raise and/or appropriate for the **Regional Assessments** budget category:

Cobbossee Watershed District

Spent 2012-13 \$19,975 Approved 2013-14 \$19,975

Select Board Recommends: \$

Budget Committee Recommends: \$18,877

Kennebec County Tax

Spent 2012-13 \$268,743 Approved 2013-14 \$276,805

Select Board Recommends: \$

Budget Committee Recommends: \$ 282,293

(Note: includes 3rd of 5 extra payments for fiscal year transition fee.)

Kennebec Valley Council of Governments

Spent 2012-13 \$4,345 Approved 2013-14 \$4,345

Select Board Recommends: \$
Budget Committee Recommends: \$ 4,345

First Park

Spent 2012-13 \$25,536 Approved 2013-14 \$25,512

Select Board Recommends: \$
Budget Committee Recommends: \$ 26,105
(Note: Revenues expected at \$9,000)

Total Regional Assessments Category

Spent 2011-12 \$318,599 Approved 2013-14 \$326,637

Select Board Recommends: \$
Budget Committee Recommends: \$ 331,620
(note: county tax still an estimate, pending county vote)

Article 23. To see what sum of money the Town will vote to raise and/or appropriate for the **Debt Service** budget category:

Fire Truck Lease 2010

Spent 2012-13 \$34,720 Approved 2013-14 \$34,721

Select Board Recommends: \$
Budget Committee Recommends: \$ 34,721

Road & Bridge Bond 2013

Spent 2012-13 \$0 Approved 2013-14 \$111,558

Select Board Recommends: \$
Budget Committee Recommends: \$ 109,117

Road & Bridge Bond 2004

Spent 2012-13 \$ 32,609 Approved 2013-14 \$31,607

Select Board Recommends: \$
Budget Committee Recommends: \$ 30,547

Road & Bridge Bond 2008

Spent 2012-13 \$193,274 Approved 2013-14 \$186,990

Select Board Recommends: \$
Budget Committee Recommends: \$ 180,825

Total Debt Service Category

Spent 2012-13 \$260,603 Approved 2013-14 \$364,876

Select Board Recommends: \$
Budget Committee Recommends: \$ 355,210

Article 24. To see if the Town will vote to raise and/or appropriate an amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming.

Request by qualified petition: Dollar amount equal to that paid to the Town by the State for snowmobile registrations.

Spent 2012-13 \$1,588 Approved 2013-14 \$1,052

Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request
(Note: \$1,231 collected in snowmobile fees for the year ending 2014)

Article 25. To see if the Town will vote to raise and/or appropriate \$1,441 for the **Central Maine Area Agency on Aging/Cohen Center/Senior Spectrum:**

Request by qualified petition: \$1,441

Spent 2012-13 \$1,441 Approved 2012-13 \$1,441

Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 26. To see if the Town will vote to raise and/or appropriate \$1,000 for **Kennebec Behavioral Health Agency:**

Request by qualified petition: \$2,500

Spent 2012-13 \$2,500 Approved 2012-13 \$2,500

Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 27. To see if the Town will vote to raise and/or appropriate \$1,312 for **Family Violence Agency:**

Request by qualified petition: \$1,312

Spent 2012-13 \$ Approved 2012-13 \$
Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 28. To see if the Town will vote to raise and/or appropriate **\$2,250** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association for \$1,500**, and the **Torsey Pond Association for \$750** on Maranacook Lake and Torsey Pond.
(Note: The purpose of the CBI program is to prevent the spread of invasive aquatic species, such as milfoil to these two lakes.)

(Request by qualified petition)
Spent 2012-13 \$2,250 Approved 2012-13 \$2,250
Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 29. To see if the Town will vote to raise and/or appropriate **\$909.30** for **Sexual Assault Agency**.
(Request by qualified petition)

Spent 2012-13 \$1,138 Approved 2011-12 \$1,138
Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 30. To see if the Town will vote to raise and/or appropriate **\$231** for **30 Mile River Watershed Association**.
(Request by qualified petition)

Spent 2012-13 \$227 Approved 2013-14 \$231
Select Board Recommends: Per letter of request
Budget Committee Recommends: Per letter of request

Article 31. To see what sum of money the Town will vote to raise and/ or appropriate for the **Readfield Enterprise Fund** budget category with any balance to be carried forward:

Spent 2012-13 \$ Approved 2013-14 \$125,000
Select Board Recommends: \$
Budget Committee Recommends: \$ 5,000
(Note: all funds are from loan repayments or other grants and donations – no tax dollars.)

Article 32. To see if the Town will vote to raise and/or appropriate **\$5,000** for a **Revaluation**.

Spent 2012-13 \$ 0 Approved 2013-14 \$5,000
Select Board Recommends: \$
Budget Committee Recommends: \$ 5,000
(Note: Reserve non-lapsing account)

Article 33. To see what sum of money the Town will vote to raise and/or appropriate for the **General Assistance** budget category:

Spent 2012-13 \$4,346 Approved 2012-13 \$4,205
Select Board Recommends: \$
Budget Committee Recommends: \$ 4,705

Article 34. To see if the Town will appropriate the following estimated revenues to **reduce the 2014 Tax Commitment:**

	2014 Budget
State Revenue Sharing	\$ 110,000
Interest on Property Taxes	\$ 16,000
Interest on Investments	\$ 2,500
Veterans Exemption	\$ 3,000
Homestead Exemption Reimbursement	\$ 65,000
Tree Growth Reimbursement	\$ 8,000
Bete Reimbursement	\$ 9,000
Boat Excise Taxes	\$ 6,000
Motor Vehicle Excise Taxes	\$400,000
Agent Fees	\$ 8,600
Certified Copy Fees	\$ 1,250
Other Income	\$ 2,000
Heating	\$ 1,500
Plumbing fees	\$ 3,000
Land Use Permit Fees	\$ 2,000
Dog License Fees	\$ 3,500
Library Revenue	\$ 2,075

Cable Television Fees	\$ 24,000
Beach Income	\$ 9,099
Recreation Income	\$ 9,922
Protection	\$ 4,000
Local Roads	\$ 34,000
Interlocal	\$ 2,504
Transfer Station	\$144,092
First Park	\$ 9,500
Snowmobile (State reimbursements)	\$ 1,231
General Assistance (State reimbursements)	\$ 2,100
Total	\$883,873

Select Board Recommends: \$
Budget Committee Recommends:\$ 884,515

Article 35. To see if the Town will vote to accept in trust from the persons or estates named below, the sums of money opposite their names, said sums to be deposited as part of the *Readfield Cemetery Trust Funds* and the income there from to be used for the upkeep and maintenance of cemetery lot(s) in the Town of Readfield cemeteries:

(As of 3/20/14) Sweeney, Linda	\$200.00
Barber,	\$200.00
Lawler	\$200.00
Hepfner, Leopold	\$400.00
Mott, Carolyn	\$400.00
Total:	\$1,400.00

Select Board Recommends:

Article 36. To see if the Town will vote to appropriate from the Unassigned Fund Balance an amount to cover *anticipated overdrafts* in the following accounts: (*expecting Heritage Days \$455, and probably others*)

Spent 2012-13 \$36,664 Approved 2013-14 \$0

Select Board Recommends: At Town Meeting

Article 37. To see what sum of money the Town will vote to appropriate from the Unassigned Fund Balance to *reduce the total tax commitment.*

Spent 2012-13 \$250,000 Approved 2013-14 \$0

Select Board Recommends: \$

Budget Committee Recommends: \$150,000

Article 38. To see if the Town will vote to increase the *property tax levy increase limit* of **\$1,252,194** established for Readfield by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that exceeds that property tax levy increase limit. **PAPER VOTE BY LAW!**

Select Board Recommends: At Town Meeting

Article 39. To see if the Town will *authorize expenditure of revenues* from Federal, State and local and private sources (including user fees), in those categories for which the revenue was intended (if no use is identified, the funds shall be deposited within the General Fund), in addition to the amounts appropriated previously in these Articles.

Select Board Recommends:

Article 40. To see if the Town will vote to *authorize the Select Board to expend unexpended balances* appropriated in prior year(s) within the budget categories in which they were originally appropriated unless otherwise allocated within these Articles.

Select Board Recommends:

Article 41. To see if the Town will vote to authorize the Select Board by majority vote present at a regular Select Board meeting, to *increase any line item up to five percent (5%)* by transferring funds from another line balance or miscellaneous income to pay for unexpected expenses. [The authorized budget will not be exceeded due to a positive vote on this article and any increase or decrease in one item will be offset by a corresponding increase or decrease in another line item(s).]

Select Board Recommends:

Article 42. To see if the Town will vote to authorize the Select Board to expend up to *Fifty Thousand Dollars (\$50,000)* from the *Unassigned Fund Balance* (General Fund) to meet emergencies that may occur during the ensuing fiscal year.

Select Board Recommends:

Article 43. To see if the Town will vote to *authorize the municipal officers* to retain; sell to the prior owner for taxes, interest and costs; or to sell tax acquired property on such terms as they deem advisable, and in accordance with a written policy regarding tax acquired property adopted by the Municipal Officers.

Select Board Recommends:

Article 44. To see if the Town will vote to give the *municipal officers* the authority to issue a **Waiver of Automatic Foreclosure** when the municipal officers wish to avoid acquiring property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired. *(Examples of burdensome property are, but not limited to; a run-down dam, dilapidated building, a mobile home on someone else's property and/or a toxic waste site.)*

Select Board Recommends:

Article 45. To see if the Town will vote to *authorize the municipal officers* to set miscellaneous fees charged for Town services not covered or set by State Statute.

Select Board Recommends:

Article 46. To see if the Town will accept a 2014 ATV and Trailer from the Readfield Fire Association.

Select Board Recommends:

Article 47. To see if the Town will vote to lapse the following dormant carry forward accounts to offset taxes:

Gardiner Savings Building:	\$3,876
Playground:	\$1,095
PW Capital Building:	\$4,500
Reflections:	\$1,041

Select Board Recommends:

Budget Committee Recommends: Ought to Pass

(wording of this article still to be determined by legal counsel)

Article 48. To see if the Town will vote to amend the *Land Use Ordinance* of the Town of Readfield, Maine adopted in June 1999 as described in the attached summary.

Select Board Recommends:

Planning Board Recommends: Ought to Pass

(Note: See Summary attached)

Town Meeting Warrant for June 10 & 12, 2014
Voted to sign the 2014 Annual Town Meeting Warrant on June, 2014.

_____ Date _____ Date _____
Sue Reay, Chair P. Greg Durgin, Vice Chair

_____ Date _____ Date _____
Allen Curtis Lawrence Dunn

_____ Date _____
Valarie Pomerleau

4. Setback Variance for Single Family Dwellings

The Board of Appeals may permit a variance from setback requirements for a single-family dwelling which is the primary year-round residence of the applicant or its accessory structure(s) upon finding that strict application of this Ordinance to the applicant's property would create undue hardship, defined for purposes of this subsection only as follows:

- a. The need for the variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
- b. The granting of a variance will not alter the essential character of the locality;
- c. The hardship is not the result of action taken by the applicant or a prior owner;
- d. The granting of the variance will not substantially reduce or impair the use of abutting property; and
- e. The granting of the variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.

The Board of Appeals may not grant a setback variance for a single family dwelling under this subsection if the result would be to exceed the lot coverage ratio allowed in the district. Minimum setback from a waterbody or wetland may not be reduced under this subsection. Minimum front, side, and rear setbacks may be reduced by more than 20% under this subsection only if the applicant has obtained the written consent of any affected abutting landowner.

5. Appeal Procedure

The following applies to all forms of appeal to the Board of Appeals:

- a. Time Limit
An administrative or variance appeal shall be filed within 45 days of the date of the written decision being appealed.
- b. Submittals
Such appeal shall be made by filing with the Board of Appeals a written notice which includes:
 - (1) A concise written statement indicating what relief is requested and why it should be granted.
 - (2) A sketch drawn to scale showing lot lines, location of existing buildings and structures, and other physical features of the lot pertinent to the relief requested.
- c. Record of Case
Upon being notified of an appeal, the Code Enforcement Officer shall transmit to the Board of Appeals copies of all of the papers constituting the record of the decision being appealed.
- d. Public Hearing
The Board of Appeals shall hold a public hearing on the appeal within 30 days of its receipt of a complete appeal request. The Board of Appeals shall publish a notice of the date, time, place and purpose of the public hearing in a newspaper of general circulation in the Town, at least 10 days prior to the public hearing. The Board shall also notify by first-class mail all property abutters to the site at least 10 days prior to the public hearing and a Certificate of Mailing shall be obtained from the postal clerk at the time of mailing. The Certificate of Mailing shall be retained as a part of the official records of the appeal.
- e. Decision by Board of Appeals
 - (1) Quorum. A majority of the full Board of Appeals shall constitute a Quorum for the purpose of deciding an appeal.
 - (2) Majority Vote. The concurring vote of at least 4 members of the Board of Appeals shall be necessary to make a decision.
 - (3) Burden of Proof. The person filing the appeal shall have the burden of proof.
 - (4) Time Frame: Written Decision.
 - (a) The Board of Appeals shall decide each appeal within 10 days after the close of the hearing, shall issue a dated written decision on each appeal, and shall send a copy of the decision to the applicant, Code Enforcement Officer and the Planning Board within 7 days thereafter. For decisions regarding development in shoreland districts, the Board of Appeals shall send such written decisions to the Department of Environmental Protection within 7 days of the

runoff control features, such as berms, swales, terraces and wooded areas shall be retained in order to reduce runoff and encourage infiltration of stormwater on the site being developed. Stormwater shall not be channeled to discharge directly into any waterbody or tributary stream, or abutting properties.

Stormwater runoff control systems shall be maintained as necessary to ensure proper functioning.

B. Stormwater Standards for Land Uses that Require Site Review

The following standards shall apply to all land uses that require site review:

1. A stormwater control plan shall be developed that meets the requirements of the Maine Department of Environmental Protection Regulations, Chapter 500, *Stormwater Management* and Chapter 502, *Direct Watersheds of Lakes Most at Risk from New Development, and Urban Impaired Streams*, effective December 27, 2006 (Maranacook Lake and Carlton Pond are identified as Most at Risk Lakes in Chapter 502). In meeting these requirements, the plan shall utilize best management practices equivalent to those described in the Stormwater Management for Maine; Best Management Practices, published by the Maine Department of Environmental Protection, January 2006, as revised from time to time.

SECTION 11. EROSION CONTROL

All activities which involve filling, grading, excavation, well drilling, timber harvesting or other similar activities which result in unstabilized soil conditions shall be conducted so as to prevent soil erosion from entering waterbodies, wetlands and adjacent properties.

Pursuant to 38 MRS Section 439-B, any excavation contractor that engages in an activity that disturbs, or displaces more than one cubic yard of soil within any Shoreland District must ensure that a person certified by the Maine Department of Environmental Protection in erosion and sedimentation control practices, is on-site. The certified contractor must be on-site each day earthmoving activities occur and for a sufficient duration to ensure the proper implementation of erosion and sedimentation control practices until the site is permanently stabilized.

An erosion control plan may be required by the Code Enforcement Officer in conjunction with any permit. All temporary and permanent erosion control measures shall be designed, installed and maintained in accordance with the most applicable recent revision of:

- Maine Erosion and Sediment Control BMPS published by the Bureau of Land and Water Quality, Maine Department of Environmental Protection, March 2003. *Note: This publication may be viewed online at:*
<http://www.maine.gov/dep/blwq/docstand/escbmeps/index.htm>
- State of Maine, Strategy for Managing Nonpoint Source Pollution From Agricultural Sources and Best Management System Guidelines, Developed by: NPS Agricultural Task Force, October 1991.
- Erosion & Sediment Control Handbook for Maine Timber Harvesting Operations: Best Management Practices, published by the Forest Information Center, SHS #22, June 1991.
- Best Management Practices for Erosion & Sediment Control, published by the Maine Department of Transportation, September 1997.
- Camp Road Maintenance Manual, A Guide for Landowners, published by the Kennebec County Soil and Water District, June 2000.

Final grading and the installation of permanent erosion control measures must be substantially

1. All solid waste storage areas shall be shielded from public view, and shall comply with Section 25 of this Article to the extent that section is applicable.
2. All manufacturing and processing shall be conducted within an enclosed area of a structure. When outside processing or other activities are unavoidable due to the nature of the operation, it shall be concealed from public view by a natural or constructed screen. The screen shall be a minimum height of eight (8) feet and shall be adequate to block the outside activity completely from public view. The screen may consist of a fence, vegetative buffer, berm, or combination thereof. The screen shall be designed to block the outside activity from view throughout the year.

Public view shall mean the view from the property line from the abutting property and from any point across the road parallel to the frontage of the commercial, industrial or institutional site.

SECTION 17. PARKING AREAS

1. Parking areas subject to site review shall meet the setback requirements to the greatest extent practical for structures for the district in which such areas are located.
2. Parking areas shall be adequately sized for the proposed use and shall be designed to prevent stormwater runoff from flowing directly into a water body, and where feasible, to retain all runoff on site.
3. In determining the appropriate size of proposed parking facilities, the following shall apply:
 - a. Typical parking space: Approximately 10 feet wide and 20 feet long, except that parking spaces for a vehicle and boat trailer shall be at least 10 feet wide by 40 feet long.
 - b. Internal travel aisles: Approximately 20 feet wide.

SECTION 18. TRAFFIC ACCESS

- A. Purpose

The purpose of the traffic access standards shall be to control the design and placement of driveways and intersections in order to maintain road safety and traffic carrying capacity of the road. The standards shall be designed to allow traffic to enter and exit driveways safely and efficiently so that the roadway can serve its primary function of providing long distance access.
- B. Applicability

The Standards contained in this section shall apply to all development that requires site review.
- C. Sight Distance

Driveways and other required accesses shall be located to achieve the required sight distance measured in each direction along the arterial while maintaining adequate distances from adjacent driveways and intersections.

 1. Measurements
 - a. The sight distance shall be based on the posted speed limit.
 - b. Measurements shall be from the driver's seat of a vehicle that is 10 feet behind

B. Construction or Movement of Material

No movement of soil, sand, vegetation or other material, or construction activity, within 75 feet of the normal high water mark of a water body, stream tributary stream or the upland edge of a wetland, shall be conducted without first obtaining all permits required under State and Federal laws, including but not limited to, the Natural Resources Protection Act, Title 38 M.R.S.A., Section 480-A through 480-Y.

C. General Provisions

1. Land below the normal high-water line of a water body or upland edge of a wetland and land beneath roads serving more than 2 lots shall not be included in calculating minimum lot area.
2. Lots located on opposite sides of a public or private road shall be considered each a separate tract or parcel of land unless such road was established by the owner of land on both sides thereof after September 22, 1971.
3. The minimum width of any lot within 100 feet, horizontal distance, of the normal high-water line of a water body or upland edge of a wetland shall be equal to or greater than the shore frontage requirement for a lot with the proposed use.
4. If more than one residential dwelling unit, principal governmental, institutional, commercial or industrial structure or use, or combination thereof, is constructed or established on a single parcel, all dimensional requirements shall be met for each additional unit, principal structure, or use.
5. Notwithstanding the setback requirements, stairways or similar structures may be allowed with a permit, to provide shoreline access in areas of steep slopes or unstable soils provided; that the structure is limited to a maximum of 4 feet in width; the structure does not extend below or over the normal high-water line of a waterbody or upland edge of a wetland and that the applicant demonstrates that no reasonable access alternative exists on the property.
6. A footpath, or a recreational trail for winter use during frozen ground conditions only, not to exceed 6 feet in width as measured between tree trunks and/or shrub stems is permitted within 100 feet, horizontal distance, inland from the normal high-water line of a great pond and 75 feet, horizontal distance from any stream or the upland edge of a wetland, and provided that a clear line of sight to the resource through the natural buffer strip is not created.

D. Clearing or Removal of Vegetation for Activities other than Timber Harvesting

1. Within Resource Protection District abutting a great pond, there shall be no cutting, clearing or removal of vegetation within the strip of land extending 75 feet, horizontal distance, inland from the normal high-water line, except to remove safety hazards or as permitted in Article 8, section 19.C.6 above. Elsewhere in the Resource Protection District, the cutting, clearing or removal of vegetation shall be limited to that which shall be necessary for uses expressly authorized in the District.
2. Except in areas as described in subsection 1 above, and except to allow for the development of permitted uses, within a strip of land extending 100 feet, horizontal distance, inland from the normal high-water line of a great pond and 75 feet, horizontal distance from any other water body, tributary stream, or the upland edge of a wetland, a natural buffer strip of vegetation shall be preserved as follows:

a natural buffer strip of vegetation shall be preserved as follows:

- a. There shall be no cleared opening greater than 250 square feet in the forest canopy (or other existing woody vegetation if a forested canopy is not present) as measured from the outer limits of the tree or shrub crown. ~~However, a footpath not to exceed 6 feet in width as measured between tree trunks and/or shrub stems shall be permitted provided that a cleared line of sight to the water through the natural buffer strip is not created.~~
- b. Selective cutting, clearing, or removal of trees within the natural buffer strip shall be permitted provided that a well distributed stand of trees and other natural vegetation is maintained. For the purposes of this section a "well-distributed stand of trees adjacent to a great pond or stream flowing to a great pond, shall be defined as maintaining a rating score 24 or more in each 25-foot by 50 foot rectangular (1250 square feet) area as determined by the following rating system:

<u>Diameter of Tree at 4 ½ feet Above Ground Level (inches)</u>	<u>Points</u>
2-<4 inches	1
4-<8 inches	2
8-<12 inches	4
12 inches or greater	8

Adjacent to other waterbodies, tributary streams, and wetlands, a "well-distributed stand of trees" is defined as maintaining a minimum rating score of 16 per 25-foot by 50-foot rectangular area.

NOTE: As an example, adjacent to a great pond, if a 25-foot x 50-foot plot contains four (4) trees between 2 and 4 inches in diameter, two trees between 4 and 8 inches in diameter, three trees between 8 and 12 inches in diameter, and two trees over 12 inches in diameter, the rating score is:

$$(4 \times 1) + (2 \times 2) + (3 \times 4) + (2 \times 8) = 36 \text{ points}$$

Thus the 25-foot by 50-foot plot contains trees worth 36 points. Trees totaling 12 points (36-24=12) may be removed from the plot provided that no cleared openings are created.

The following shall govern in applying this point system:

- (i) The 25-foot by 50-foot rectangular plots must be established where the landowner or lessee proposes clearing within the required buffer;
- (ii) Each successive plot must be adjacent to, but not overlap a previous plot;
- (iii) Any plot not containing the required points must have no vegetation removed except as otherwise allowed by this Ordinance;
- (iv) Any plot containing the required points may have vegetation removed down to the minimum points required or as otherwise allowed by this Ordinance;
- (v) Where conditions permit, no more than 50% of the points on any 25-foot by 50-foot rectangular area may consist of trees greater than 12 inches in diameter.

For the purposes of this section "other natural vegetation" is defined as retaining existing vegetation under three (3) feet in height and other ground cover and retaining at least five (5) saplings less than two (2) inches in diameter at four and one half (4 ½) feet above ground level for each 25-foot by 50-foot rectangle area. If five saplings do not exist, no woody stems less than two (2) inches in diameter can be removed until 5 saplings have been recruited into the plot.

Notwithstanding the above provisions, no more than 40% of the total volume of trees 4 inches or more in diameter, measured at 4 ½ feet above ground level may be cut, cleared or removed in any 10-year period.

- c. In order to protect water quality and wildlife habitat, existing vegetation under 3 feet in height and other ground cover, including leaf litter and the forest duff layer, shall not be cut, covered, cleared or removed, except to provide for a footpath or other permitted uses as described in Section 19 (D) paragraphs (2) and (2) (a) above.
 - d. Pruning of tree branches on the bottom one-third (1/3) of the tree is permitted.
 - e. In order to maintain a buffer strip of vegetation, when the removal of storm-damaged, diseased, unsafe, or dead trees results in the creation of cleared openings, these openings shall be replanted with native tree species 6-ft. to 8-ft. in height unless new tree growth is present. This section does not apply to those portions of public recreational facilities adjacent to public swimming areas as long as cleared areas, are limited to the minimum area necessary.
3. At distances greater than one hundred feet, horizontal distance, from a great pond and 75 feet, horizontal distance, from the normal high-water line of any other waterbody, tributary stream, or the upland edge of a wetland, there shall be permitted on any lot, in any 10 year-period, selective cutting of not more than 40% of the volume of trees 4 inches or more in diameter, measured 4 ½ feet above ground level. Tree removal in conjunction with the development of permitted uses shall be included in the 40% calculation. For the purposes of these standards volume may be considered to be equivalent to basal area. In no event shall cleared openings for any purpose, including but not limited to, principal and accessory structures, driveways, lawns and sewage disposal areas, exceed in the aggregate, 25% of the lot area within the shoreland zone or 10,000 square feet, whichever is greater, including land previously cleared.
 4. Legally existing nonconforming cleared openings may be maintained, but shall not be enlarged, except as permitted by this Ordinance.
 5. Fields and other cleared openings which have reverted to primarily shrubs, trees, or other woody vegetation shall be regulated under the provisions of Section 19 (D).

E. Docks, Marinas, Piers, Wharfs, Bridges and Other Water-Dependent Structures and Uses Extending Over or Beyond the Normal High-Water Line of a Water Body or Within a Wetland

1. Access from shore shall be developed on soils appropriate for such use and constructed so as to control erosion.
2. The location shall not interfere with developed beach areas.
3. The facility shall be located so as to minimize adverse effects on fisheries.
4. The facility shall be no larger in dimension than necessary to carry on the activity and

Net Residential Density: The number of dwelling units per net residential acre.

Non-Conforming: A building, structure, lot, use of land, or portion thereof, legally existing at the effective date of adoption or amendment of this Ordinance which thereafter fails to conform to all applicable provisions of this Ordinance, but which is allowed to remain solely because it was in lawful existence at the time this Ordinance or subsequent amendments took effect. Any change of use, increase in the size, or any further deviation from the dimensional standards creating the non-conformity shall constitute an increase in non-conformity. (See definition for "Increase in non-conformity of a structure.")

Non-Town Way: A way constructed at a standard less than the general town way standards and shall not be laid out by the municipal officers.

Normal High Water Line: That line which is apparent from visible markings, changes in the character of soils due to prolonged action of the water or changes in vegetation, and which distinguishes between predominantly aquatic and predominately terrestrial land. Areas contiguous with rivers and great ponds that support non-forested wetland vegetation and hydric soils and that are at the same or lower elevation as the water level of the river or great pond during the period of normal high-water are considered part of the river or great pond.

Normal Repair and Maintenance of a Structure: Construction work intended to prevent the ordinary and predictable deterioration of an existing structure or to maintain it in its established functional state. This may also include capital repairs intended to extend the normal economic life or to increase the functionality of the structure but only insofar as repairs do not include any new construction, increase in the footprint of the structure; new, enlarged or replacement of a foundation; relocation, structural alteration or substantial demolition to a structure; or result in Reconstruction (as defined Article 11) or the change of Use (as defined Article 11) of the structure.

Nuisance: A nuisance includes, but is not limited to the use of any property defined as a nuisance in Title 17 MRSA, section 2802 or for any other type of conduct or in any manner as to cause or permit a condition to exist which results in injury or damage or interferes with the reasonable private use and enjoyment of the property of another, different from that sustained by the general public. A nuisance may be either such a use as is unreasonable because of its very nature or a use which, though reasonable in and of itself, becomes unreasonable because of the negligent manner in which it is exercised with respect to the legal rights of others.

Nursing Home: A privately operated establishment where maintenance and personal or nursing care are provided for persons who are unable to care for themselves.

Official Submittal Date: The date upon which the Board issues a receipt indicating a complete application has been submitted.

Open Space Uses: Non-intensive uses of land not requiring structures, such as hunting, fishing, hiking, motorized vehicular traffic, forest management activities, fire prevention activities, wildlife management practices, soil and water conservation practices, mineral exploration, surveying and resources analysis and harvesting of wild crops.

Outside Corner Lot: A lot situated on the exterior angle created by a loop in a road or by the intersection of two roads.

Parks and Recreation: Non-commercially operated recreation facilities open to the general public including, but not limited to, playgrounds, parks, monuments, green strips, open space, mini-parks,

Agriculture or the U.S. Fish and Wildlife Service or Park Service of the Department of Interior;

iii. The Town; or

A nonprofit, tax-exempt nature conservation organization qualifying under Section 501(C)(3) of the Internal Revenue Code.

Rear Lot: A lot which has no frontage or insufficient frontage on a public or privately owned road in the land use district in which it is located. A rear lot does not include legally-existing non-conforming lots of record with some, but insufficient frontage on a public or privately owned road.

Rear Lot, Access: The permanent easement for a right-of-way, or the fee simple ownership of frontage not conforming to the requirements of the district in which it is located, and which is at least 30 feet in width, described by metes and bounds, or by a plan, and recorded in the Kennebec County Registry of Deeds, and held by deed or other legal instrument by the owner of the rear lot, as required for the development of rear lots under Article 8, Section 5.

Reclamation: The rehabilitation of the area of land affected by mining, including but not limited to, the stabilization of slopes and creation of safety benches, the planting of forests, the seeding of grasses and legumes for grazing purposes, the planting of crops for harvest and the enhancement of wildlife and aquatic habitat and aquatic resources.

Reconstruction: The replacement, repair to, restoration or improvement of a structure, the cost of which equals or exceeds 50 percent of the fair market value of the structure before the start of construction of the improvement.

Recreational Vehicle: A vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, tent trailer, or motor home. In order to be considered as a vehicle and not as a structure, the unit must remain with its tires on the ground, must be registered with the State Division of Motor Vehicles, and must be currently inspected where required to be inspected in the state in which it is registered.

Recycling Operation: A privately owned facility for the recycling of heavy goods and bulk metal.

Redemption: The redemption of goods such as bottles and cans as a recycling activity.

Residual Basal Area: The average of the basal area of trees remaining on a harvested site.

Residual Stand: A stand of trees remaining in the forest following timber harvesting and related activities.

Re-subdivision: The division of an existing subdivision or any change in the plan for an approved subdivision which affects the lot line, including land transactions by the applicant not indicated on the approved plan.

Retail Business: A business establishment engaged in the sale, rental, or lease of goods or services to the ultimate consumer for direct use or consumption and not for resale.

Right-of-way: A strip of land acquired by deed, reservation, dedication, forced dedication, prescription or condemnation and intended to be occupied by a road, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary or storm sewer and other similar uses.

Road: Any route for vehicle access other than a driveway.

ARTICLE 10 ROAD STANDARDS

SECTION 1. PURPOSE

- A. To establish minimum specifications for the lay-out and construction of Town roads.
- B. To establish minimum specifications for the lay-out and construction of private roads.
- ~~B C.~~ To set establish a procedure for acceptance of an existing private way road to become a Town road.
- ~~C.~~ To set a minimum standard for roads in shoreland zone and subdivisions.
- D. To institute a procedure for the joint review by the Road Committee and the Planning Board for the lay-out and construction of all new or expanding roads.

SECTION 2. APPLICABILITY

This article applies to ~~municipal~~ all roads as defined in Article 11, and road right-of-ways, proposed to be laid out and constructed, expanded, or extended by within the Town of Readfield or to be including those roads to be created by constructed for dedication and acceptance by the Town of Readfield in accordance with Title 23, M.R.S.A. Section 3025.

SECTION 3. LIMITATIONS

- A. The Town shall accept roads only by a vote of the legislative body.
- B. Nothing in this article shall be construed as prior commitment by the Town to accept any road, irrespective of its condition or of any work performed or money expended in anticipation of acceptance by the Town.
- ~~C.~~ Roads that have been laid out and partially constructed, or roads used for private travel, prior to the passage of this Ordinance shall comply with all the requirements of this article before dedication to the Town, with the exception of a design by a registered professional engineer.
- ~~DC.~~ Any road proposed road construction subject to the provisions of this Article, to be built by including roads for acceptance by the Town or to be built and dedicated to the Town as a public way, or as a private road as part of a subdivision, on or after the date of acceptance of this Ordinance shall be designed by a registered licensed professional engineer. The design must be consistent with the design standards set forth in this Article and Appendix "A" and any applicable standards pursuant to Article 6, section 3 (Site Review) and Article 8, sections 19.F (Roads and Driveways within the Shoreland Districts). For development proposals requiring Site Plan review by the Planning Board, all road-related design plans must be reviewed and approved by the Road Committee prior to final project approval by the Planning Board. and All road development must be built to design standards set forth in this Article constructed as approved.
- D. The re-construction of public roads shall meet the design standards and construction specifications of this Article to the greatest practical extent as determined by the Road Committee, which may include written recommendations from a licensed design engineer, legal counsel, or other professional representing the Committee.

SECTION 3.A. DEDICATION ACCEPTANCE OF PRIVATE ROADS

Existing private roads of record, including those considered legally abandoned or discontinued, and constructed prior to the effective date of the Article may be offered for acceptance by the Town subject to the recommendations of the Road Committee and acceptance of those recommendations by the Select Board. The Road Committee will base their recommendations on whether the road has been sited and constructed or upgraded to meet the requirements of this Article to the greatest practical extent. In determining the greatest practical extent, the Road Committee must consider the following:

- The degree to which the road meets the Road Construction Standards in Appendix "A";
- The stormwater drainage characteristics of the road and their direct impact on any private or public property or resources, including waterbodies;
- The existing condition of the road, and expected future maintenance to the proposed right-of-way beyond the traveled way;

Prior to making a recommendation for acceptance by the Town, the Select Board following shall hold a public hearing and will consider, in addition to the Road Committee's recommendations:

- The amount of use or anticipated future use of the road;
- The degree to which the property owners benefited by the road support the proposed acceptance;
- The taxable valuation of properties benefited by the road to off-set future maintenance costs of the road;
- Any legal advice the Town's attorney may provide regarding legal ownership of the road, liabilities, or other issues as the Road Commissioner may request.

SECTION 4. ADMINISTRATION

A. Applicants shall file a plan with any request to construct, expand or offer for acceptance by the town any road plan with the Town showing the following:

1. The name(s) of the developers or grantors of the road;
2. The scale of the plan;
3. The ~~direction~~ magnetic north ~~and date of~~ magnetic bearing.
4. The starting and ending points of the road with relation to monuments.
5. The right-of-way (R-O-W)-lines in relation to monuments.
6. A legal description describing by metes and bounds the ~~D~~ dimensions, both linear and angular, necessary for locating boundaries, and ~~necessary for locating subdivision~~, lots, easements, and ~~building lots~~ other descriptive features.
7. All lots abutting the R-O-W having an ownership interest in the existing or proposed R-O-W, and their current owners of record, including mailing address, source of deed, and the Assessor's map and lot number of each parcel.
8. All natural water ways and water courses within the R-O-W of the said road and the least distance between the R-O-W and any other waterbody.
9. Location and specifications for all culverts and drainageways.
10. Construction specifications to include all applicable design and construction methods and materials, with cross-sectional drawings for new construction or as-built profile for an existing road.
11. Evidence that all land required for the right-of-way of specified width can be deeded to the Town free of any legal encumbrance.
12. Any application fee that may be required;
13. The ~~registered~~ licensed professional engineer's seal who prepared the plan.

~~B. Shall have specifications for proposed work, and shall be provided with submittal of plans and shall include, but shall not be limited to, construction methods and materials.~~

~~B. With the plan, applicant(s) shall submit a written application for acceptance on form(s) provided by the Town, together with application fee, if any. Applications shall include, but not necessarily be limited to, the following information:~~

- ~~1. The names of the owner(s) of the land containing the road to be accepted.~~
- ~~2. The name or names of the developer(s) of the road, if any.~~
- ~~3. Evidence that all land required for the right-of-way of specified width can be deeded to the Town free of any legal encumbrance.~~

~~D.B. Upon notice to the Select Board, of Selectmen of an the owner(s) or applicant to construct and/or dedicate a road, a may petition for acceptance of said road shall be presented to the Board of Selectmen after completion of the following:~~

~~The Board of Selectmen shall proceed to examine the application, review with the owner, or applicant, the proposed project to allow for the establishment of the following steps:~~

- ~~1. Site Plan Review and approval by the Planning Board of the any proposed subdivision road by the Planning Board;~~
- ~~2. Establishment of minimum standards by the Road Committee for the a new road(s) or a determination by the Road Committee that an existing road meets these minimum standards to the greatest practical extent by review with the Planning Board;~~
- ~~3. Development of plans and specifications~~
- ~~4. Notice by the Board of Selectmen to the Planning Board of approval of design plans if part of a subdivision;~~
- ~~5. Approval of the proposed project subject to construction of the road;~~
- ~~6. Establishment of inspections by Code Enforcement Officer;~~
- ~~7. Inspection by the Road Commissioner;~~
- ~~8. Records of the inspections;~~
- ~~9. Preparation of the notice and layout by the Board of Select Board men filed with the Town Clerk;~~
- ~~10. Notice of public hearing (copy filed with Town Clerk);~~
- ~~11. The public hearing record filed with the Town Clerk;~~
- ~~12. Article in Town Warrant to accept road as a Town way;~~
- ~~13. Notice of decision filed with the Town Clerk and a copy to owner or applicant.~~

~~C. Upon the submission of a proposed If an applicant subdivision to the Planning Board which proposes to have construct a new private road constructed as part of a subdivision or the other development project, and if the applicant proposes does not want to have said road never be eligible for accepted acceptance as a Town Road, the applicant shall so stipulate in said application and shall have a note on the plan when to be recorded at Registry of Deeds, thereupon the road may be constructed to Private Road Standards. The Planning Board shall determine the requirements of said roadway and review the standards of designs as set forth in this article for roads designed at a standard less than a Town road for acceptance.~~

SECTION 5. CONSTRUCTION SPECIFICATIONS

A. General Specifications: The following specifications shall apply to all new roads construction:

1. The graded excavated areas between ditches shall be cleared of all debris including large rocks, trees, stumps, roots, bushes, and other organic perishable material, including trees and large rocks.
2. All developed areas of the road section shall be located within the R-O-W road right-of-way and in no case shall the edge of the shoulder be less than 8 feet from either side boundary edge of the right-of-way.
3. ~~Provision shall be made for the disposal of surface water through ditches, culverts, or other means~~ All construction activity involving soil disturbance shall conforming with Maine Department of Transportation Best Management Practices for Erosion & Sediment Control (September 1997 February 2008).
4. An applicant must demonstrate that provisions for stormwater from the road(s) complies with Maine Department of Environmental Protection standards adopted pursuant to the Maine Stormwater Management Law or Site Location of Development Law.
5. Culverts within a road right-of-way shall be of coated steel constructed of High-Density Polyethylene or recognized equivalents accepted by the Maine Department of Transportation (MDOT). Roadway culverts shall not be less than 18 inches in diameter for road crossing, and 15 inches in diameter for driveways, recreational trails, skid trails, or other uses requiring entrance from the roadway. Catch Culverts, and stormwater basins and ponds shall not be less than 30" X 30" be designed with principal spillways to control flows from a 24-hour storm of a 25-year frequency and may be required to be designed by a licensed professional engineer registered in the State of Maine. All culverts must be sized to handle maximum stormwater runoff for a 50 year storm, but no less than the minimums.
6. Specifications for Any proposed bridge construction shall be reviewed designed by a registered licensed professional engineer with regard to suitability and safety for the intended application. The registered licensed professional engineer's written recommendations or comments shall be submitted with the application design.
7. The design standard for turnarounds shall be of the ~~background~~ "T" Turnaround type as depicted in Appendix A-1.
8. No trees, shrubs, or decorative fill, fences, or other structures shall be installed or placed within a public right-of-way without prior written Town approval from the Road Commissioner.

B. Specifications for **Roads**: Any traveled way which meets the **building density** as defined in the definition of a road shall meet ~~the following requirements, and the dimensional requirements~~ for roads as specified in the **Road Constructions Standards** table of details in Appendix A. All gravel and bituminous material shall meet current M.D.O.T. specifications.

1. ~~The paved section shall accommodate two travel lanes and the hot bituminous material shall be in accordance with current M.D.O.T. specifications for base or binder course, and for finish course. (see Appendix A).~~
2. ~~Graded shoulders shall extend to each side of the paved section, except that no shoulder shall be required when concrete, stone, or asphalt curbing is used. A graded shoulder shall be a minimum of 4 feet if a box section is incorporated. Underdrain installed in the box section type of construction shall be under the 4 foot shoulder area, and shall be a minimum of 4.5 feet in depth.~~

~~Common Borrow—A granular material which contains aggregate not to exceed 6 inches in diameter (material to meet current MDOT specification).~~

~~Base Gravel—Gravel which contains aggregate not to exceed 4 inches in diameter (material to meet current MDOT specifications).~~

~~Surface Gravel—Gravel which contains aggregate not to exceed 1 1/2" diameter (material to meet current MDOT specifications).~~

~~Hot Bituminous—~~

- a.) ~~Base Course: (material to meet current MDOT specifications).~~
- b.) ~~Surface Course: (material to meet current MDOT specifications).~~

SECTION 6. EASEMENTS

Whenever it is required to create or alter an existing water course in **constructing a road**, a drainage easement shall be secured from the property owner(s) affected. Wherever the toe of slopes for ditches, shoulders, grading, and other purposes required by this Ordinance cannot be adhered to within the required R-O-W right-of-way limits, and grading or **excavation** is necessary beyond these limits, slope easements shall be secured from abutting property owners. Said drainage and slope easements shall be secured by the Town, or by the applicant without cost to the Town.

SECTION 7. DRIVEWAY ENTRANCES

~~Driveway culverts shall be installed in accordance with specifications of this ordinance by property owner or developer. Such culverts shall be maintained by the Town following the acceptance of the road. Driveway culvert lengths shall be a minimum of 20 feet long, and shall extend at least 6 inches beyond the base of a 2 to 1 slope on either side of the driveway. A driveway entrance (culvert) permit is required from the Road Commissioner prior to driveway construction which shall specify the specific size, diameter and installation details required for each entrance and to describe how stormwater from the driveway will be managed in respect to the requirements of Article 8, Section 10.A.~~

The construction of any new driveway entrance onto a Town or privately-owned road requires a permit issued by the Road Commissioner or his/her designee and must comply with the Town of Readfield Driveway Entrance Siting and Culvert Installation Policy, adopted April 12, 2004.

SECTION 8. UTILITIES

Longitudinal runs of water mains and sanitary lines shall be located and separated as prescribed by applicable State standards. Public utility poles shall be placed 20 feet from the road centerline or behind the flow line of

the road ditches and as approved on Town roads by the Select Board.

SECTION 9. INSPECTION DURING CONSTRUCTION

Roads approved for construction shall not be considered for acceptance by the Town unless they must conform to the following inspection process:

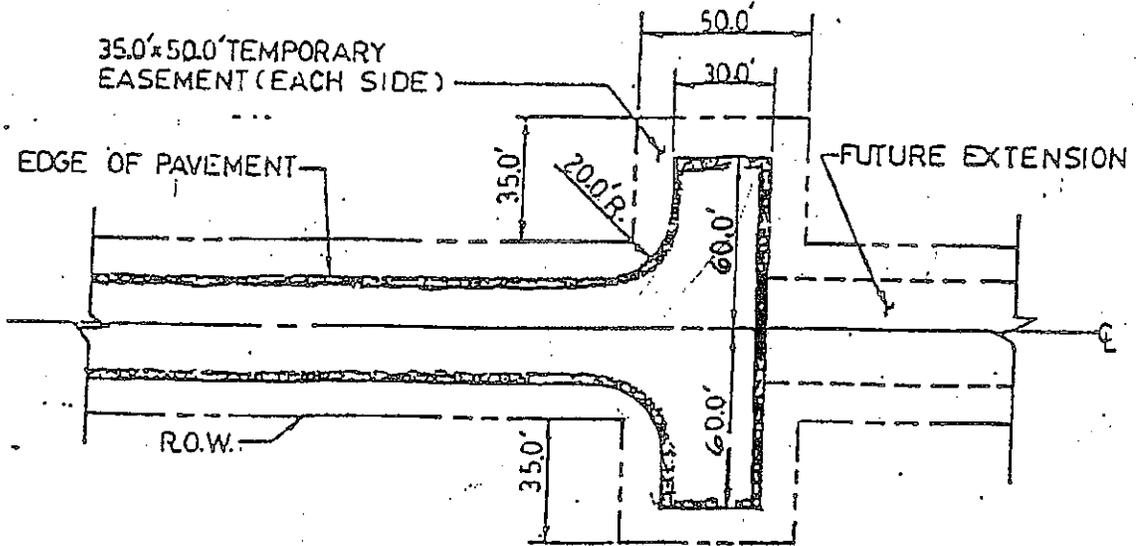
- A. The All roads shall be inspected by the **Road** Commissioner or an licensed professional engineer appointed by the Town Select Board at the expense of the **applicant** at the following intervals:
 - 1. At the point that the area to be **constructed** has been grubbed.
 - 2. At the point **subgrade** has been reached, and prior to the delivery of subbase gravel. This inspection may be waived by the **road** inspector if grubbed surface and **subgrade** are the same.
 - 3. At the completion of grading the sub-base or base gravel.
 - 4. Upon completion of **graded** or paved surface.
- B. Scheduling of inspections shall be the responsibility of the developer or builder and require a 24-hour notification.
- ~~C. Inspection(s) shall be performed by a **road** inspector(s) within 48 hours of notification. Inspector(s) shall be appointed by the Board of Selectmen.~~
- C. Reports of inspection required in sub-section A shall be provided within 7 days of the completed inspection to all concerned parties.

Appendix A Road Construction Standards

	Commercial/Industrial Institutional	General Town Road	Private Road
Right-of-way width	66 feet	60 feet	50 feet
Travel way width	22 feet	20 feet	14 feet
Shoulder width ²	4 feet	2 feet	2 feet
Gravel base depth ¹	20 inches	16 inches	16 inches
Surface gravel depth	4 inches	4 inches	4 inches
Bituminous pavement ² (Inches of binder/surface)	3/1	2/1	<u>2/1</u>
Roadway crown (paved) (unpaved)	¼ inch per foot	¼ inch per foot ¾ inch per foot	¼ inch per foot ¾ inch per foot
Maximum grade	10%	12%	12%
Minimum grade	0.5 %	0.5%	0.5%
Minimum angle of street intersection	80 degrees	60 degrees	60 degrees
Minimum radius	300 feet	250 feet	150 feet
Minimum tangent	100 feet	25 feet	0
Minimum back slope	2/1	2/1	2/1
Minimum fill slope	4/1	3/1	2/1
Radius at intersection	40 feet	25 feet	20 feet
Sight distance	As per Driveway Entrance Siting Policy	As per Driveway Entrance Siting Policy	As per Driveway Entrance Siting Policy
Sidewalk width	4 feet (if required)	N/A	N/A
Culverts ^{3,4}	18 inches minimum	15 inches minimum	15 inches minimum
Shoulder grade	1-1 ½ inches per foot	1-1 ½ inches per foot	1-1 ½ inches per foot
Ditch elevation	36 inches	30 inches	24 inches
Parking on roadside	If required	N/A	N/A

1. Geo-textile fabric is required for Private Roads (except by waiver) and may be required for General Town Roads at the discretion of the Road Commissioner or the Town's design engineer.
2. Bituminous pavement is not required but when used, must comply with the above construction standards.
3. Culverts must be constructed of High-Density Polyethylene meeting at least AASHTO M294, Type S standards.
4. Actual culvert size to be determined by the Road Commissioner or design engineer based on watershed drainage characteristics.
5. No shoulder is required when concrete, stone, or asphalt curbing is used.

Appendix A-1
Road Construction Standards



MINIMUM DIMENSIONS "T" TURNAROUND

#8

**Public hearings
schedule**

#9

**Non-disaster
plan policy**

#10

Other

(if needed)

#11

**Members of public may
address the
Select Board
on any topic**