

**Readfield Select Board
Regular Meeting
Agenda
June 30, 2014**

Location: Town Office

Regular Meeting Starts: 6:30 PM

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of June 16, 18 and 24, 2014
2. **Warrant: 28** (final for fiscal year) – 5 minutes

Communications – 30 minutes

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments
 - Cemetery Committee requests

Appointments/Reappointments – 10 minutes

6. Christine Sammons, Trails Committee applicant
Thomas Dunham, resignations from Appeals Board and Library Building Committee

Unfinished Business: none pending

Public Hearing: Annual General Assistance Maximums

New Business:

7. Annual GA Maximums – 5 minutes
8. Annual policies: disbursements, tax payments – 5 minutes
9. Town Manager evaluation format – 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 June 16, 2014 - Unapproved

Select Board members present: Sue Reay, Valarie Pomerleau, Greg Durgin, Larry Dunn and Allen Curtis.
Others attending: Shannon Gould (PEG TV), Stefan Pakulski (Town Manager), Tom Dunham, Lorraine Wagner, Grace Keene, Karen Peterson, Pamela Osborn, Harry McKenney, John Parent, Marianne Perry, Lydia Adelson, Kathryn Mills Woodsum, Steven Woodsum and John Moran.

A new member orientation was held prior to the start of the meeting.

The meeting was called to order at 6:32 pm by Mrs. Reay. The pledge of allegiance was made.

(1) Minutes: Motion by Ms. Pomerleau to approve the minutes of 06/02/2014 as presented, **second** Mr. Curtis; **vote** 5-0-0.

(2) Warrant: Mr. Durgin reviewed the warrant. **Motion** by Mr. Dunn to approve warrant #27 in the amount of \$112,513.76, **second** Mr. Durgin; **vote** 5-0-0.

(3) Select Board Communications:

- The town manager's quarterly review was scheduled for 06/19/2014 at 4:30 pm.

(4) Town Manager:

- Mr. Pakulski gave an update on the CEO search.
- Quotes for different purchases of computers for the town office have been reviewed. They have been ordered through Dell and will be installed by the IT consultant when received.
- The 09/17/2014 EOP event was discussed. Purchases for the 3 kits were discussed.
- Library/bank building possibility: Mr. Pakulski and Bruce Bourgoine will meet with the bank rep next week to continue discussions.
- The new copier has been installed and is working well.

(5) Boards, Committees, Commissions & Departments:

- John Parent, budget comm. chair, discussed the unassigned fund balance. He said the committee would not like this reduced any further as it is needed for cash flow.

(6) Appointments/Reappointments:

Harry McKenney, KSO deputy, gave an explanation of his request to serve as a constable.

- **Motion** by Mr. Curtis to authorize the town manager to sign the office of constable certificate of appointment for Mr. Harry McKenney from 06/17/2014 through 06/30/2015, **second** Mr. Durgin; **vote** 5-0-0.
- **Motion** by Mr. Dunn to appoint Stefan Pakulski to the town manager, road commissioner, tax collector, transfer station manager, treasurer and welfare administrator for term of 07/01/2014 to 06/30/2015, **second** Mr. Durgin. There was a discussion. **Vote** 5-0-0.
- **Motion** by Mr. Dunn to appoint Lee Mank to the office of fire chief for term beginning 07/01/2014 ending 06/30/2015, **second** Ms. Pomerleau; Mr. Dunn offered an **amendment** pending election by the fire department, **second** Mr. Durgin, **vote** on amendment 5-0-0, **vote** on original motion 5-0-0.
- **Motion** by Mr. Dunn to appoint Karen Peterson to the office of sexton for a term beginning 07/01/2014 to expire 06/30/2015, **second** Ms. Pomerleau; **vote** 5-0-0.

John Moran, cemetery committee candidate, gave a handout to the Chair and summarized his desire to serve on the committee. Mrs. Reay asked about his reasons for previously resigning from the committee. He explained his conflicts in working with the sexton. Mr. Curtis expressed his opinion. Mr. Dunn asked what has changed in his working relationship with the sexton. Mr. Moran said passage of time and a desire to return to committee work has been the reason for his application. There was a discussion about the number of committee members and open positions. Grace Keene, committee chair, said Mr. Bolz sent an email to inform her he would not be

seeking reappointment. Grace also said she believes Mr. Moran is not a good fit for the committee. She recommended a 9-member committee. There was a discussion about the verbal resignation at a previous meeting. Mrs. Reay said the resignation was not in writing and as such was not accepted by the select board. There was a discussion about the staggering of terms. It was determined at this point there are no openings on the committee. Karen Peterson spoke against the previous statements about her and clarified a situation regarding a tree in a cemetery. She said Lee Hepfner was not able to resign in writing as well, and said the policy needs to be reconsidered in this regard. Kathryn Woodsum said without a vote there is no way to change the committee to a 10-member board. Mrs. Woodsum also said a strong message is given when someone publicly resigns from a committee and this should be considered. Lorraine Wagner asked if she was still appointed and the answer was yes. She said she did not have her own agenda but did have a different opinion on the cemetery budget. She explained her reasons for resigning. The board decided not to appoint anyone to the cemetery committee as there are no openings. They asked the committee to provide feedback on how many members they would like to have. John Parent recommended the select board and the committee chairs meet to discuss the appointment policy at a future time.

- **Motion** by Mr. Dunn to reappoint the following persons to the following committees: Laurence Perkins to the road committee, Eugene Murray to the road committee, Eugene Murray to the appeals board, Mark Hreben to the rec board and Amanda Hreben to the rec board, all with terms to begin 07/01/2014 and to end 06/30/2017, **second** Ms. Pomerleau; **vote** 5-0-0.

(7) Streetlight update: There was a discussion about the street light. Mrs. Reay said the light is not bright enough and the board was in agreement. Marianne Perry said the neighbors should be consulted. Mr. Pakulski said he has notified the neighbors but has not heard back from them. **Motion** by Mrs. Reay to have the town manager sign the 15-year lease agreement with CMP after the brighter light is installed so it serves its purpose, **second** Mr. Durgin; there was a discussion. **Vote** 5-0-0.

(8) REF update: Mr. Pakulski said there is no further access to the CDBG funds after this evening, but the town can make awards based on repayments of previous lending. There are conditional requirements linked to some of the awards. Payment collection was discussed. Mr. Curtis thanked Mr. Pakulski for his hard work on this project.

(9) Town Meeting results follow-up: It was noted the Town of Winthrop passed the dam funds and the terms for the studies needed are now being established. The various RFPs approved at town meeting were discussed. The library painting, paving, and road shoulders RFPs are to be ready for review on 06/24/2014 at 4:30 pm. The cemetery walls RFP is to be ready for review on 07/14/2014. The minutes from town meeting were discussed and will be reviewed at the 06/24/2014 meeting. The RSU write-in candidates and other options were discussed. The moving of playground money was not approved at town meeting; this will need to be discussed at some future point.

(10) Other: Mrs. Reay noted Susan Collins did respond to the FEMA resolution letter. She also asked the board members to review the quarterly objectives for the town manager.

(11) Public Communications: No comments.

Mr. Curtis noted the TV camera is very old and also the topic of private u-tube postings should be discussed.

Motion by Mrs. Reay to enter executive session at 8:53 pm pursuant to Title 1 MRSA Sec. 405(6)(D) for legal consultation and to invite the town manager to attend, **second** Mr. Durgin; **vote** 5-0-0.

Transcribed by Deborah Nichols

The board left executive session at 9:08 pm. Chair Reay adjourned the meeting at 9:09 pm.

Recorded by Stefan Pakulski

#2

**Warrant
Presented
at Meeting**

#3

Select Board

3. Select Board communications

Sue Reay will review the Public Communications Policy that applies to all discussions throughout the meeting.

The Board could consider whether Tom Dunham should remain on the Public Works ad hoc committee now that he will be on the Select Board in July. Mr. Dunham has been invited to attend the meeting.

Valarie Pomerleau could provide an update on the Public Works ad hoc committee process.

Allen Curtis could present an update on his analysis of last year's road reconstruction bond work.

Sue Reay could provide updates on Greg Durgin's willingness to take on Select Board officer roles starting in July, as Mr. Durgin might not be present for the meeting and for the first meetings in July.

The Board could hear other communications items from different members.

#4

Town Manager

4. Town Manager

Streetlight update: CMP will install a 150 watt bulb at the Stanley Rd/Route 17 light and will adjust the angle of the light as well. They will send a revised contract as the cost will be slightly higher each month for the bigger bulb.

REF update: Disbursements are being made to the approved applicants as they complete necessary paperwork and permitting requirements.

CEO update: an offer has been made to a good candidate, and hopefully an acceptance can be reported on Monday evening.

EOP update: The EOP committee met and reviewed the budget for this year. Most of the funding was used as a match for a grant to pay for the portable radios that will go into the three kits. Fire Chief Lee Mank purchased the units and has sent them for programming. There could be a last few small purchases for remaining items in each kit.

Fuel bid update: Fayette Town Manager, Mark Robinson is coordinating the regional fuel bid again this year. He has collected actual volume amounts of different fuels used by each town and the schools that will go into the RFP. We expect this to bid to go out soon.

RFPs: Three RFPs for the library painting, paving, and road shoulders installation were approved and released. Proposals are due back on July 9th for the Select Board to consider awarding contracts on July 14th.

#5

**Boards,
Committees,
Commissions
& Departments**

June 24, 2014

To the Readfield Select Board Members:

At your most recent meeting you requested that the Cemetery Committee provide the Select Board with a recommendation to size. The Cemetery Committee met yesterday and have the following recommendation.

We reviewed the history of the Cemetery Committee composition. The committee was originally formed in 1996 and had nine voting members. It was a unanimous vote (8-0) to keep the Committee at nine voting members. We hope that you will support this recommendation.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Grace Keene".

Grace Keene
Chairperson, Cemetery Committee

cc. Sexton
Town Clerk
Cemetery Committee Members
Town Manager

June 24, 2014

To the Select Board,

The Cemetery Committee has directed me to ask the Select Board for clarification on the Committee's role as liaison (8 – 0 vote).

In our Cemetery Rules, Rule #1 states that the Cemetery Committee shall act as liaison between the Town Manager, Town Clerk, the Cemetery Sexton, the Select Board, and the Readfield Community to facilitate communication. This information is documented in the Town Report of June 30, 2004 Article 20, and was approved at Town Meeting on June 16, 2005. I have attached copies of this for your review.

Thank you,

Grace Keene
Chairperson, Cemetery Committee

A handwritten signature in cursive script that reads "Grace Keene".

cc.
Sexton
Town Clerk
Cemetery Committee
Town Manager

Town of Readfield

Call to Readfield's 1st Town Meeting

To Capt. William Whittier of the town of Readfield.

By virtue of the power to me given by a law of this State for incorporating the westerly part of Winthrop by the name of Readfield containing the limits you hold in the military lines— In the name of the Commonwealth of Massachusetts, you are to summon the freeholders and other inhabitants of the town, qualified by law to vote in town affairs to meet at your own dwelling house on Monday, the fourth day of April next at ten o'clock in the forenoon. To choose a moderator to govern the meeting; also to choose Selectmen, Town Clerk, Constable, and all such other officers as shall be necessary to manage the affairs of the town—also to grant money for Highways, Schooling and other necessary uses of the town—likewise to accept roads laid out by the Selectmen on their order or to discontinue Roads that are rather useless and to allow accounts— You are also required to bring in your votes for a Federal Representative for the district of Maine and likewise for a Register of Deeds and also for a Treasurer for the said County of Lincoln— You are required to bring in your votes for a Governor, Lieut. Governor and a Senator.

Make a return of this Warrant and your Doings thereon at least one hour before the time for holding the meeting.

Given under my hand and seal the 7th day of March in the year one thousand seven hundred and ninety one at Winthrop.

Jonathan Whiting
Justice of the Peace

Annual Report for Year Ending June 30, 2004

Total Cemetery Department Category
Spent 2003-04 \$11,105
Approved 2004-05 \$18,567
Select Board Recommends: \$16,587
Budget Committee Recommends: \$16,587

Article 18. 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 therefrom to be used for the upkeep and maintenance of cemetery lot(s) in the Town of Readfield cemeteries:

Alicia D'Angelo \$300

Accepted 2003-04 \$900 Accepted 2004-05 \$600
Select Board Recommends: \$300
Budget Committee Recommends: \$300

Article 19. To see if the Town will vote, on behalf of Ruth Townsend, to hold, invest and keep \$1,737 and to apply the income therefrom to repair, maintain and replace cemetery stones and ornaments for cemetery lots for Cleo Couture, Alice T. Couture and any blood relatives of Alice T. Couture.

Select Board Recommends: Ought to Pass

Article 20. To see if the Town will vote to accept the following proposed revisions to the Readfield Cemetery Rules:

(Changes are italicized. Additions are underlined.)

These rules shall be in place until altered at a Town Meeting.

1. The Select Board of the Town of Readfield *shall name a Cemetery Committee for the Town Cemeteries. The Cemetery Committee shall act as a liason between the Town Manager, Town Clerk, the Cemetery Sexton, the Select Board, and the Readfield Community to facilitate communication. The Cemetery*

Committee shall monitor the application of cemetery rules and act as an advisory board for all cemetery issues. The Town Manager is responsible for overseeing the work, including expenditures of the Sexton. The Select Board has the power to appoint and to remove the Sexton.

2. Burial plots/graves will be sold *through the Town Office*) and a Certificate of Burial Rights will be issued for each Lot or group of Lots sold;

3. All Plots will be sold as double plots (one unit) except all single plot sales will be reserved for a specific location in the Cemetery as approved by the Sexton;

4. The sale of a maximum number of grave plots is limited to sixteen (16) ~~eight (8) units~~ *unless otherwise approved* by the Sexton and the Cemetery Committee.

5. No grave plots may be sold by an owner, split or transferred without first notifying the Town Clerk *or the Sexton* of the new owner's name, address and telephone and evidence of sale or transfer;

6. No burial shall be made *without the knowledge* of the Sexton;

7. All burials shall be in accordance with Maine State law.

8. The placement of all monuments or grave markers will be set under the direction of the Sexton;

9. The length of the Family Monument shall not exceed 60% of the lot. All monument foundations shall be set flush with the ground;

10. The grading of new lots in Town Cemeteries shall be of the kind known as "Level Surface" and all lots shall be accordingly graded before they are offered for sale and no lot owner shall be

#6

Appointments

**TOWN OF READFIELD
APPOINTMENT APPLICATION**

The Select Board endeavors to appoint citizens to boards, committees and commissions based on prior education, training and experience or other qualifications related to the position for which applied. Applications for positions on the Planning Board and Board of Appeals are required to be interviewed by the Select Board and applicants for other appointive positions may be required to be interviewed by the Select Board. 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 handicap unless 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 not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Name: CHRISTINE SAMMONS Date: 6/25/14

Mailing Address: 32 P RIDGE ROAD Email: Sammons.christine@yahoo.com

Street Address: 32 P RIDGE ROAD Phone: ^{WORK} 610-933-3300

Please consider me for the position of: Trails Committee Cell: 412-779-4368

Educational Background: Kent Hill Prep School University of Maine, Security

Experience and/or training that you have that might be useful in this position: PA REAL ESTATE LICENSE & CONTINUING ED TRAINING

Past Volunteer Positions: 8th School Board, President & Committee Chairs PTA, Swim Team Chair, Little League Coach, Soccer coach, Boy Scout Leader, Football Booster, Band Booster

Present employment position, if any: BOUVEL INVESTMENT PARTNERS - OPERATIONS MGR

The reason you are interested in applying for this position: I think it is important to give back to your community, so I have always volunteered my time when possible.

Christine Sammons
Applicant's Signature

CLERKS SECTION

Application Received: 6-25-14 By: _____

Appointment Approved: _____ By: _____

Oath of Office Given: _____ By: _____

APPLICATION FOR APPOINTMENT FOR:

Name: Christine Sammons Position Trails Com. Term: 3 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Trails Com. Member Term: Today - 6-30-2017

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

Is there a recommendation attached? Yes No If no, please explain:

Christine Sammons is an applicant for a vacant position on the Trails Committee. By way of her interest in trails, Ms. Sammons attended the latest Trails Committee's monthly meeting and subsequently sent me an e-mail expressing a desire to volunteer her time in working on trails maintained by the Trails Committee.

I urge the Select Board to appoint Ms. Sammons to a vacant position on the Trails Committee.
Very truly yours, Milton R. Wright, Chair Trails Committee

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 Christine Sammons of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trails Committee 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:

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

Sue Reay

P. Greg Durgin

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Robin L. Lint

From: Collection Clerk <readfield@roadrunner.com>
Sent: Wednesday, June 25, 2014 2:04 PM
To: readfield.clerk@roadrunner.com
Cc: readfield.tmgr@roadrunner.com
Subject: Fw: Resignation from LBC

"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)."

----- Original Message -----

From: Tom Dunham
To: Web BB
Cc: Collection Clerk
Sent: Monday, June 23, 2014 10:51 PM
Subject: Resignation from LBC

Bruce,

Due to my recent election to the Select Board I would like to offer my resignation from the LBC. Perhaps I can continue as the SB liaison pending Board approval.

It has been a pleasure to serve on this Board and appreciate your leadership. I know the hard work this committee has done to date and will continue to do. Good luck!

Regards,

Library Building Com. resignation for Tom Dunham

Tom Dunham

ACCEPTED

REJECTED

SUE REAY

GREG DURGIN

LARRY DUNN

VALARIE POMERLEAU

ALLEN CURTIS

DATE

#7

Annual

GA Maximums

Public Hearing: Annual General Assistance Maximums

New Business:

7. Annual GA Maximums

Please see memo below and attachments for the public hearing on General Assistance Maximums, and for the Select Board to consider adopting the annual maximums following the public hearing. See especially the section on the adoption process on the second page.

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Dave MacLean, General Assistance Program Manager

RE: 2014 – 2015 General Assistance Ordinance Maximums

DATE: June 19, 2014

Enclosed please find the following items:

- MMA's new (July 1, 2014–June 30, 2015) “**General Assistance Ordinance Appendix**” (A).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA maximums adoption form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS.

Appendix A

The enclosed Appendix A has been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendix A dated July1, 2013–June 30, 2014. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly**. The various maximum levels of General Assistance set forth in Appendices A is the

aggregate maximum level of assistance for fiscal year 2014-15 is the amount that is the greater of:

(1) Ninety percent of 110% of the United States Department of Housing and Urban Development fair market rent for federal fiscal year 2014; or

(2) The amount achieved by increasing the maximum level of assistance for fiscal year 2013-14 by 90% of the increase in the federal poverty level from 2013 to 2014. (22 M.R.S.A. § 4305 3-D)

The Adoption Process

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums. This signed form may be scanned and emailed to generalassistance.DHHS@maine.gov; faxed to Robin Reed at 287-3455; or sent by US mail to: DHHS/General Assistance, 19 Union Street, 11 State House Station, Augusta, ME 04333.

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A
2013-2014**

The Municipality of Readfield, Maine adopts the MMA Model Ordinance GA Appendices A for the period of July 1, 2013 — June 30, 2014. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 30th (day) of June (month) 2014 (year) by the municipal officers:

Sue Reay, Chair

(Print Name)

(Signature)

P. Greg Durgin, Vice Chair

(Print Name)

(Signature)

Lawrence Dunn

(Print Name)

(Signature)

Valarie Pomerleau

(Print Name)

(Signature)

Allen Curtis

(Print Name)

(Signature)

GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	603	725	874	1,096	1,261
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	585	585	699	942	1,089
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	537	635	829	1,044	1,107
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	762	901	1,163	1,463	1,565
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	950	952	1,138	1,656	1,801
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	633	742	954	1,260	1,501

Appendix A

Effective: 07/01/14-06/30/15

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	753	751	899	1,131	1,551
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	689	714	903	1,206	1,248

*Note: Add \$69 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	514	547	653	851	941
Franklin County	564	593	720	867	1,232
Hancock County	603	693	854	1,130	1,161
Kennebec County	517	598	764	964	1,027
Knox County	709	719	877	1,124	1,275
Lincoln County	660	727	916	1,140	1,223
Oxford County	551	610	735	992	1,284
Piscataquis County	573	651	802	1,016	1,086
Somerset County	582	608	724	985	1,001
Waldo County	643	687	826	1,027	1,091
Washington County	552	593	707	874	1,058

* Please Note: Add \$69 for each additional person.

GA MAXIMUMS SUMMARY SHEET

(July 1, 2014-June 30, 2015)

APPENDIX A OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6

NOTE: For each additional person add \$69 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	43.95	189
2	80.70	347
3	115.58	497
4	146.97	632
5	174.42	750
6	209.30	900
7	231.40	995
8	264.42	1,137

NOTE: For each additional person add \$142 per month.

APPENDIX C HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

#8

Annual Policies

TOWN OF READFIELD

ORDER OF MUNICIPAL OFFICERS

PURSUANT TO 36 M.R.S.A. §906

We, the Municipal Officers of the Town of Readfield, upon request of the Tax Collector/Treasurer of said Town/City, hereby authorize and direct said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Municipal Officers

Dated: _____

ACKNOWLEDGEMENT

I, the Tax Collector and/or Treasurer of said Town of Readfield, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order.

Tax Collector/Treasurer

Dated: _____

TOWN OF READFIELD

**POLICY ON TREASURER'S DISBURSEMENT
WARRANTS FOR EMPLOYEES WAGES AND BENEFITS**

Purpose: This policy allows any two designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of employees' wages and benefits only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of employees' wages and benefits.

Delegation of authority: Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of employees wages and benefits only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: P. Greg Durgin, Sue Reay, Lawrence Dunn, Allen Curtis, and Valarie Pomerleau.

Any two of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

Effective date: This policy becomes effective on the date indicated below.

Copies: The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

Lapse: This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

Original: The Town Clerk will maintain the original of this policy on file.

Dated: July 1, 2014

SELECT BOARD:

Sue Reay, Chair

P. Greg Durgin, Vice Chair

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

TOWN OF READFIELD

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES

Purpose: This policy allows designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of state fees only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of state fees.

Delegation of authority: Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of state fees only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: Sue Reay, P. Greg Durgin, Lawrence Dunn, Valarie Pomerleau, and Allen Curtis.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

Effective date: This policy becomes effective on the date indicated below.

Copies: The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

Lapse: This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

Original: The Town Clerk will maintain the original of this policy on file.

Dated: July 1, 2014

SELECT BOARD:

Sue Reay, Chair

P. Greg Durgin, Vice Chair

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

#9

**Town Manager
Evaluation Format**

9. Town Manager evaluation format

Allen Curtis asked for this item to be included in the agenda and could bring materials and suggestions for the Select Board to consider.

FYI



Paul R. LePage
GOVERNOR

STATE OF MAINE
OFFICE OF THE GOVERNOR
1 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0001

RECEIVED
JUN 25 2014

June 23, 2014

Municipal Administrator
Town of Readfield
8 Old Kents Hill Rd
Readfield, Maine 04355

Dear Municipal Administrator of Readfield:

By now, you have received a letter of guidance from the Maine Department of Health and Human Services regarding enforcement of the federal law that prohibits giving General Assistance to illegal aliens. In addition, you may have received contradictory information from Attorney General Janet Mills and the Maine Municipal Association about the guidance from DHHS.

It is not my job to advise you what to do in this circumstance, but I do want to take this opportunity to explain more about my Administration's decision.

Since 1996, when President Clinton and the Republican Congress together enacted sweeping welfare reforms, it has been illegal under federal law for states to provide General Assistance to illegal aliens. The same federal law acknowledges that states could make a legislative decision to offer General Assistance to illegal aliens, but only if they passed new laws after 1996. The Maine Legislature never passed such a law.

DHHS worked with the Office of the Attorney General for months on a proposed rule to exclude certain non-citizens from General Assistance. That proposed rule initially was approved by the Attorney General's office, but Attorney General Mills then said the rule was unconstitutional. We went back and tailored our proposed rule to meet the Attorney General's concerns, but she turned us down again.



PRINTED ON RECYCLED PAPER

We found it inexplicable that the state's top law enforcement official would encourage municipalities to violate federal law. After further investigating the issue, it became clear that a rulemaking process was not necessary to implement existing federal law. Confident with our legal standing and given the Attorney General's intransigence, DHHS decided to provide guidance based on the federal prohibition.

Some have claimed this marks a policy change that should go through the legislative process. Well, it did: our elected Congress enacted this law in 1996, and it remains on the books today. The Maine Legislature has had every opportunity in the past 18 years to pass a law mandating that municipalities provide General Assistance to illegal aliens. They have chosen not to. I fail to understand how DHHS's enforcement of an existing federal law somehow reflects a desire to ignore the will of the people.

During my administration, we have worked to eliminate Maine's status as a sanctuary state. I started by repealing Governor Baldacci's executive order that prevented state employees from asking about immigration status. We also aligned Maine's state welfare payments (TANF) with federal law by eliminating coverage for certain non-citizens.

Enforcing the federal prohibition is another common-sense measure to make sure local taxpayer dollars are helping Mainers, U.S. citizens or those living here with legal status. I expect the head of each municipality to communicate with DHHS to certify in writing compliance with federal law.

If DHHS finds that a municipality fails to comply with the law, it will cut off all General Assistance reimbursement to that community. I encourage you to send any questions on how to comply as soon as possible to DHHS officials so they may help you.

Sincerely,

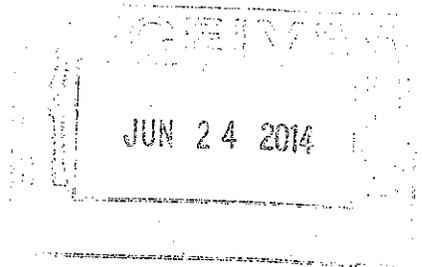


Paul R. LePage
Governor



Maine Municipal Association

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



Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Peter Nielsen, President, Maine Municipal Association
Date: June 23, 2014
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2014-2016 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on August 6, 2014 to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 14

Maine Municipal Association's Legislative Policy Committee
July 1, 2014 – June 30, 2016

VOTE FOR TWO:

- Scott Morelli, Manager, City of Gardiner
- Curtis Lunt, Manager, Town of Monmouth
- _____ (name) _____ (position) _____ (municipality)  write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

signature	print name

Return by 5:00 p.m., August 6, 2014 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)