

**Readfield Select Board  
Regular Meeting  
Agenda  
July 14, 2014**

**Location: Town Office**

**Regular Meeting Starts: 6:30 PM**

**Pledge of Allegiance**

1. **Minutes:** Select Board meeting minutes of June 30 and July 7, 2014
2. **Warrant:** 1 – 5 minutes

**Communications – 30 minutes**

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

**Appointments/Reappointments – 10 minutes**

6. Lydia Adelson, Trails Committee reappointment  
Andrew Walsh, Conservation Commission reappointment  
Deb Doten, ad hoc Select Board Liaison Committee  
Priscilla Glover-Zarella, ad hoc Select Board Liaison Committee  
Eugene Carbona, ad hoc Public Works Committee

**Unfinished Business:**

7. Regional Fuel contracts – 5 minutes
8. Road shoulders installation proposals – 10 minutes
9. Paving proposals – 10 minutes
10. Library painting proposals – 5 minutes
11. Select Board retreat planning – 5 minutes

**New Business:**

12. Transfer Station Sunday hours consideration – 10 minutes
13. Annual calendar review – 10 minutes
14. RES playground reserve account update – 5 minutes
15. Mailbox Guidelines review – 5 minutes
16. Town Office Rental/Use Agreement review – 5 minutes
17. Beach Rental Agreement – 5 minutes
18. Other (if needed)

**Public Communications – 15 minutes**

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

**Executive Session**

20. Update on status of bargaining unit legal discussions.

**Adjournment**

**#1**

**Minutes**

**Readfield Select Board  
Regular Meeting Minutes June 30, 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, Milt Wright, Grace Keene, Pamela Osborn, Deb Doten, Karen Peterson (Sexton), Christine Sammons, and Marianne Perry.

The meeting was called to order at 6:35 pm by Mrs. Reay, followed by the pledge of allegiance.

**(1) Minutes: Motion** by Ms. Pomerleau to accept the minutes of 06/16/2014 as amended, and minutes of 06/19/2014 and 06/24/2014 as presented; **second** by Mr. Curtis; **vote** 5-0-0.

**(2) Warrant:** Mr. Durgin reviewed the warrant and noted a reduction of \$97.50 due to correction of invoice from Atlantic Recycling Equipment. **Motion** by Mr. Durgin to approve warrant #28 in the amount of \$58,904.66, **second** by Ms. Pomerleau. There was discussion of several items. **Vote** 5-0-0.

Mr. Durgin reminded the Board that someone else will review warrants in the next quarter. Mr. Curtis will do this next.

**(3) Select Board Communications:**

- Mr. Durgin reminded everyone attending the meeting to be respectful and courteous to all.
- Mrs. Reay asked the Board to consider whether Mr. Dunham should remain on the Public Works ad hoc committee when he assumes his seat on the Select Board in July. This was discussed in some detail. Ms. Pomerleau offered to remove herself from this ad hoc committee so that Mr. Dunham could assume the position as a Select Board member.

**Motion** by Ms. Pomerleau to remove herself from the PW ad hoc committee; **second** by Mr. Durgin; **Vote:** 5-0-0.

**Motion** by Mr. Curtis to add Tom Dunham as Select Board liaison starting July 1, 2014 to the end of the goal, to serve on the Public Works ad hoc committee; **second** by Mrs. Reay; **Vote:** 5-0-0.

An opening for a citizen member now exists on the Public Works ad hoc committee and will be advertised immediately.

- Mr. Curtis provided an update on his work analyzing the 2013 road bond reconstruction projects. He shared a copy of a template he is developing, noting he has worked with Mr. Dunham and has shared information with Road Committee chair, Peter Davis, but has not yet met with Mr. Davis.
- Mr. Curtis also talked about converting DVD recordings of Select Board meetings to digital files that could be posted on the Internet. Mr. Dunn noted the importance of having a good policy in place before posting videos on the Internet or "cloud".
- Mrs. Reay reminded the Board and public about the Summer Residents Meeting to be held on July 7, 2014 from 6:30 – 8:30 PM.
- Mr. Durgin said he will not attend the July 14, 2014 meeting but is still willing to serve in different Select Board roles if so appointed at that meeting.

**(4) Town Manager:**

- Mr. Pakulski gave updates on the recent fireworks display by Julia Clukey's camp for girls at Camp KV, the hiring of new CEO Paul Mitnik, and upcoming bid openings for fuel, road shoulders, paving and library painting. He also will continue planning for the Select Board retreat on either August 4<sup>th</sup> or 14<sup>th</sup>.

**(5) Boards, Committees, Commissions & Departments:**

- Mrs. Reay called Cemetery Committee Chair, Grace Keene to speak with the Board regarding a Select Board liaison to the Cemetery Committee.

Discussion followed, relating to memos Mrs. Keene sent to the Board asking for clarification on the Cemetery Committee's role as a liaison to the Select Board and the role of a Select Board liaison to the committee. Mrs. Keene's memo was based on the Town Meeting approved Cemetery rules that state the Cemetery Committee is the liaison to the Select Board for all cemetery issues.

Mrs. Reay finally suggested that a Select Board subcommittee could work on defining the Select Board liaison role. Mr. Durgin and Ms. Pomerleau volunteered to do this. Mr. Durgin asked for a resident to assist this work, to have the Town Office advertise for this opening, and to have the subcommittee start work after he returns the week of July 20, 2014.

Deb Doten also spoke about the question of the Cemetery Committee's liaison role.

Ms. Pomerleau said it should be documented that the Cemetery Committee has nine members. Mr. Dunn suggested 9-member wording could be included in a Town Meeting warrant article to update the Cemetery Rules.

**(6) Appointments/Reappointments:**

Mrs. Reay invited Christine Sammons to meet with the Board regarding her application to the Trails Committee. Mr. Wright confirmed there is an opening on this committee and that there is an established total of 13 members. Mrs. Reay asked if the proposed term should be staggered, as opposed to a 3-year term.

**Motion** by Mr. Durgin to appoint Christine Sammons to a pending 3-year term on the Trails Committee, and if that is not open, then to a 2-year term, starting tonight; **second** by Ms. Pomerleau; **vote** 5-0-0.

Mrs. Reay noted Tom Dunham's resignations from the Board of Appeals and Library Building Committee.

**Motion** by Mrs. Reay to accept Tom Dunham's resignations from the Board of Appeals and Library Building Committee effective tonight, regretfully; **second** by Ms. Pomerleau; **vote**: 5-0-0.

These resignations create two openings that will be advertised immediately.

**(7) Public Hearing on General Assistance maximums:**

Mrs. Reay opened the public hearing at 7:42 PM and asked for any public comment or questions about the proposed annual maximums for General Assistance. Hearing nothing from the public, Mrs. Reay closed the hearing at 7:43 PM.

**Motion** by Mrs. Reay to accept the General Assistance maximums in Appendix A for July 1, 2014 through June 30, 2015 and to send a signed approval to DHHS; **second** by Mr. Curtis; **vote**: 5-0-0.

**(8) Annual Policies:** Mrs. Reay reviewed three annual policies on the disbursement of employee wages, payments to the state, and payments for unpaid taxes.

**Motion** by Mrs. Reay to approved the three annual policies; **second** by Ms. Pomerleau; **vote** 5-0-0.

**(9) Town Manager evaluation format:** Mrs. Reay noted Mr. Curtis had asked for this item. Mr. Curtis handed out some materials to include with an evaluation format, such as a job description and the state statue on

the Town Manager plan. He said it will take time to define goals and objectives for an evaluation, and to determine how to measure performance with evidence. Mrs. Reay suggested that on July 14, 2014 the Board could set a date for a workshop on this topic.

**(10) Other:** Mrs. Reay reviewed the MMA legislative policy committee nominations included in the packet.

**Motion** by Mrs. Reay to indicate the Select Board's vote for both MMA legislative policy committee candidates; **second** by Mr. Durgin; **vote:** 5-0-0. Ms. Pomerleau offered to take the signed form to MMA as she works there.

Mr. Durgin recognized the talents and service of Larry Dunn to the Town, thanking him for his time on the Select Board. Mr. Dunn said it has been a pleasure to serve the community. Mrs. Reay appreciated what Mr. Dunn has brought to the Town.

Mr. Curtis expressed concern about whether a statement might be needed in regard to Governor LePage's message to communities about General Assistance for undocumented aliens. The Town Manager offered to look into this and report back.

**(11) Public Communications:** Mrs. Reay reviewed the public communications policy.

Mr. Davis addressed the Board, saying he has not received a copy of Mr. Curtis's road project analysis yet. Mr. Davis will share this information with the Road Committee after he receives it.

Mr. Davis asked for a review of the recent Labor Relations Board (LRB) hearing on a union bargaining unit for Town employees. Mrs. Reay said the Select Board is still waiting for a transcript from the LRB.

Mr. Davis asked how much has been spent in legal fees fighting or responding to the unit determination issue. Mrs. Reay said about \$8,000 so far, not including legal counsel time at the LRB hearing. Mr. Davis thought that as much as \$9,300 might have been spent on this so far. He also asked how much the budget for legal services was overdrafted. Mrs. Reay said the budget line was overdrafted due to a Maine Human Rights Commission issue, addressing the cattle trespassing issue, the unit determination issue, and many general items. Mr. Davis asked if any of the legal services costs were spent dealing with Reay Construction's complaint against the Town Manager. Mr. Durgin said yes, and could get that information by referring to that time period for details.

Mr. Davis thanked Mr. Dunn for his service on the Select Board.

Seeing no other speakers and hearing no further business, Mrs. Reay adjourned the meeting at 8:03 PM.

Recorded by Stefan Pakulski

**#2**

**Warrant  
Presented  
at Meeting**

**#3**

**Select Board**

### **3. Select Board communications**

Elect Chair/Vice Chair, yearly Board member appointments, retreat update – date, location, contract and prep later (or separate agenda item?);

Tom Dunham as a new Board member should visit KCEMA, take the on-line NIMS certification and FOAA certification, attend an MMA class for newly elected officials, and get an EOP identification badge from RSU Supt's office.

Fireworks: There have been no recent complaints delivered to the Town Office, though there was concern expressed at the Summer Residents meeting. The Select Board could decide whether to explore a more restrictive ordinance than state law, or not.

Board members could discuss other communications items from each other.

July 7, 2014

Pete,

Concerning your question about the total spent on legal fees, this is the breakdown that Stefan gave to me from Lee Bragg's office on all accounts from July 1, 2013 thru 6/10/2014, so that I had this information for town meeting.

Bond-Which is under road reconstruction not legal \$ 3012.50

Legislation \$ 672.50

ACO \$ 5211.26

Maine Human Rights complaint \$ 5822.66

Union \$ 8096.34

General-Which includes complaint about our company that you asked about, plus various other issues/complaints, etc. \$ 5403.50

Legal budget for the year was \$ 17,500.00

Overdrawn right now at \$ 7,706.26

I received a copy of your FOAA request dated June 5th which was prior to the numbers I received on June 10. Yours included a May invoice that had not been approved and paid yet, my numbers for June 10 did not include this invoice. I have placed copies of all totals of what I received on June 10th in your mail box. Hope this clarifies the numbers I stated.

There are still a few corrections I found in your FOAA request that I will bring to the attention of Stefan.

Thanks-- Sue Reay, Select Board Chair



**#4**

**Town Manager**

#### **4. Town Manager report for July 14, 2014**

In addition to working on all other items for this meeting, the Town Manager has these updates:

DHHS/GA regulations question: At the previous Select Board meeting, there was a question about how the Town would comply with Governor LePage's direction for written certification of compliance with General Assistance regulations. Please see the following statement received from the DHHA/GA Program Manager, Dave MacLean:

In the letter sent out to all Municipalities from Governor LePage dated June 20, 2014, he indicated it will be asked of all Municipalities to certify in writing that they will be in compliance with the Federal Law regarding "lawful Presence and eligibility for General Assistance reimbursement from the State of Maine." This certification statement has been added to the signature section of the monthly reimbursement form. As always if you have any questions on this or any GA issue please feel free to call me at the number below or please call Ellen or Gerry on the GA hotline number 1-800-442-6003.

As always thank you for all your hard work and dedication as well as your partnership in administering this program.

Sincerely,

Dave

Road work updates: In addition to the pending road shoulders and paving projects, liquid calcium application and roadside mowing has been done in both Readfield and Wayne. Preparations are under way for a range of other work, including: shoulder repair where needed, ditching, brush pickup/cleanup (especially from ice storm), culvert replacements, paving in culverts, review of driveway/road entrances on rebuilt roads, Thundercastle-Chase Rd intersection tree review, general signage review around town, crack sealing, paint striping, general tree review on all roads. Public notices will be posted as soon as different tasks are scheduled.

Other work: The Town's technology consultant will install and network all the new office computers this week. The Town Office drainage will be completed soon now that the backhoe has new tires. Crapott's will reinstall the repaired and painted shutters on Gile Hall. The library painting will be scheduled as soon as a contract is approved.

Incidents: A resident accosted an employee at the Transfer Station on July 5, 2014 and this was reported to the Kennebec Sheriff's Office. No formal charges will be filed against the resident but the KSO has delivered a No Trespass order to the resident, prohibiting entry to the Transfer Station. Another resident fell and sustained some cuts and bruises at the Transfer Station. This was referred to MMA as an insurance claim.

**#5**

**Boards,  
Committees,  
Commissions  
& Departments**

**Cemetery Committee  
Meeting Minutes  
June 23, 2014  
(Approved)**

**Members Present:** Grace Keene, Pam Osborn, Lydia Adelson, Brenda Lake, Deb Doten, Marianne Perry (excused at 2:00 pm), Sandra Rourke, Lorraine Wagner

**Members Absent:** Evelyn Potter, George Bolz

**Staff:** Karen Peterson, Sexton (excused at 2:00 pm)

**Committee Size:**

At their June 16<sup>th</sup> meeting, the Select Board requested that the Cemetery Committee provide a recommendation as to whether the size of the committee be 9 or 10 members. We are meeting today to develop a recommendation that will be delivered to the Select Board for the June 30, 2014 meeting.

**Discussion:**

Sandra Rourke asked why the Committee was now a 10 member board. Lorraine Wagner stated that last spring (2013) Brenda Lake was appointed when Sandra's term was not up. Lorraine explained that Larry Dunn asked if Ms. Rourke be an alternate.

Deb Doten added that according to the Select Board Minutes at the time, the Select Board Chair made a recommendation that there be a 10<sup>th</sup> member added to the board. This recommendation for increasing Committee size was never voted upon. The Select Board voted to approve Ms. Rourke as the 10<sup>th</sup> member because of a glitch in the appointment process. As a result the Select Board has developed a procedure for the appointment process to avoid this glitch from happening again.

Brenda Lake added that she was asked if she wanted to be on the Cemetery Committee because there was an opening. That is why she applied.

Grace Keene explained that as of June 30<sup>th</sup> this will be a committee of nine as George Bolz's term expires. He is planning to move and not reapply to this committee.

Sandra Rourke stated that not all members of the Committee want to dig in the dirt and do volunteer work.

Karen Peterson clarified that volunteer work and committee work is separate. For example, when Grace Keene, Lydia Adleson, and Brenda Lake painted the fence at Dudley Plains, Grace asked for any interested volunteers and people showed who were interested. This was not a meeting. The Cemetery Committee welcomes volunteerism!

Marianne Perry stated that we need to come to consensus to have progress. There are hurt feelings and despite that, we all want to keep the balance. She stated the rules that were in place should be honored.

Pam Osborn stated that the Committee of 9 members was working well. There is no need to change it.

Brenda Lake stated that it is important to have an odd number on a committee.

**Motion:** Marianne Perry motioned that the Cemetery Committee make a recommendation to the Select Board that the Cemetery Committee be composed of 9 members. **Second:** Pam Osborn

**Motion Passes:** 8-0 in favor of a 9 member Committee.

## **Role of the Cemetery Committee as Liaison to the Select Board**

Grace Keene shared Article 20 from the 2005 Town Meeting. In summary, this Article 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. With this stated, Grace asked: if the Cemetery Committee is the liaison, do we need a Select Board Liaison?

### **Discussion:**

Several members felt that there was a lack of consistency by the Select Board for the use of liaisons to other committees (Deb Doten, Brenda Lake, Lydia Adleson, Pam Osborn).

Pam Osborn stated that the title of Liaison to the Select Board by the Select Board Chair implies an official role.

Deb Doten stated that the question should be clarified to ask what is expected of the Committee in this official role as liaison. The Select Board can send anyone to any meeting they want. They may not carry a vote, and they may be asked not to speak. This is the case with anyone who is a resident of Readfield. The issue is that Article 20 is very specific that the role of the Committee is to be the liaison to the Select Board.

Brenda Lake suggested the idea of rotating Select Board Members if they want to be at each meeting. Committee members were open to that suggestion.

Lorriane Wagner stated that she is glad to still be on the Cemetery Committee. She thinks that the Select Board should discuss the issue of liaisons with Chairs of the other committees.

Sandra Rourke asked others what the big deal is about Sue Reay? Pam Osborn stated that this issue is not about Sue Reay, but is about the lack of consistency of a formal designation of Select Board Liaison among all committees.

Deb Doten agrees that this is not about Sue Reay. It is about clarifying roles and communication. By way of an example, at a prior meeting ( Reference is January 9, 2014 Cemetery Committee Meeting Minutes), two Committee Members took issue with statements made by Select Board Members at a meeting at which the Select Board Chair was not able to attend. We explained our concern to the Select Board Chair, and she then discussed the concern at the next Select Board meeting in support of the Cemetery Committee. According to Article 20, the Cemetery Committee should have directed a Cemetery Committee Member/Chair to take the concerns to Select Board. The liaison issue is one that needs to be clarified for us, and also for future Select Boards and Advisory Committees.

Lorraine Wagner stated that the Road, Trails, and Budget Committees can choose whoever they want for Chairpersons. For this reason, liaisons may be a good balance since they are elected to look out for the town.

Grace Keene stated that there needs to be clarification about liaisons from the Select Board. There should be consistency or have no liaisons at all.

Pam Osborn suggested the Committee vote on the issue.

Sandra Rourke stated that she knew how each person would vote around the table.

Marianne Perry stated that this is not about a person or people, but clarification of a role.

Lorraine Wagner stated she recognizes the importance of different opinions.

Motion: Deb Doten made the motion that the (a) Cemetery Committee ask the Select Board for clarification of Cemetery Committee's role of liaison as stated in Article 20 in the June 2005 Town Meeting Report and (b) ask about the consistency of using a Select Board liaison among all advisory committees Second: Marianne Perry Discussion: Committee members are concerned about the consistency of the use of a liaison among all committees, but feel that the Select Board can have members in attendance any time. The consensus was to remove part (b) from the motion.

Motion: Deb Doten amended the motion to remove part (b). The Motion is amended to:  
The Cemetery Committee will ask the Select Board for clarification of role of liaison as stated in Article 20 in the June 2005 Town Meeting Report. Second: Marianne Perry Motion Passes 8-0

Marianne Perry was excused at 2:00 pm.

#### 2015 Project List

Deb Doten presented a draft of a project list based upon our walks through the cemeteries this spring. She did this because the fiscal cycle does not always coincide with the planting cycle (Memorial Garden and Audrey's Fence). If we can prioritize projects and establish timelines for work needing to be completed for projects, than we would be able to ask for volunteers, and monitor spending.

Lorraine noted the fence at the Readfield Cemetery is on the list and that has been two years and it should be replaced. Many committee members have concerns about sand blasting one section of the fence. We need more information to discuss this.

Next Meeting: July 7 at 9:00 at the Town Office.

Agenda: Project planning

Meeting adjourned at 2:30 pm

**#6**

**Appointments**

RECEIVED  
JUL 06 2014

# 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:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Trails Committee

Name: Lydia Adelson

Phone (H): 1085-9324

Street address: 253 South Rd

Phone (C):

Mailing address: " "

E-Mail: Lydnag@roadrunner.com

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

I enjoy the outdoors and I enjoy working outside.

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

I enjoy volunteering in my community, working with members of my community.

If you are currently employed, what is your position?

retired

APPLICATION FOR APPOINTMENT FOR:

Name: Lydia Adelson Position Trails Committee Term: To June 30, 2017

CLERK'S USE BEFORE THE APPOINTMENT

Open position Trails Com. Term: 7-1-14 - 6-30-17

Was this position advertised? [ ] Yes [ ] No If no, please explain: \_\_\_\_\_

Is there a recommendation attached? [x] Yes [ ] No If no, please explain: \_\_\_\_\_

Lydia has been an excellent member of the trails committee. She volunteers and participates in work trips, attends meetings and site visits and does everything asked of her and volunteers for more. Lydia is a great asset to the trails committee.

Will Wright, Chair, Trails 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 Lydia Adelson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trails Committee, we the Select Board of the 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

Thomas Dunham

Valarie Pomerleau

Allen Curtis

RECEIVED  
JUL 07 2014

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

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Please check one:  1<sup>st</sup> time appointment  re-appointment

Which Board, Committee or Commission are you applying for?

Name: J. Andrew Walsh Phone (H): 617.688.6100

Street address: 94 Old Kents Hill Rd. Phone (C): same

Mailing address: same

E-Mail: beckandy91@gmail.com

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

Previous experience on Readfield Conservation Commission, previous work experience with land trusts, previous work-experience as an Ecologist

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

Interest in land conservation and stewardship, volunteering

**If you are currently employed, what is your position?**

Biologist, Maine Dept. of Transportation

APPLICATION FOR APPOINTMENT FOR:

Name: J. Andrew Walsh Position RCC Term: 3 years

CLERK'S USE BEFORE THE APPOINTMENT

Open position Conservation member Term: 7-1-14-6-30-17
Was this position advertised? Yes No If no, please explain: reappointment

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

Please accept this email as the RCC chair's recommendation for his re-appointment. The selectmen should be informed that Andy has been an active participant on all Conservation Commission activities during his first term, which just ended in June, 2014. He has even taken on the onerous task of producing the succinct meeting notes which I have tried to remember to send on each month to you as a record of our monthly meetings.

Please contact me if you have any questions. Thanks.

CLERK'S USE AFTER THE APPOINTMENT

Dan Meyer 685-3698 notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date:

SELECT BOARD APPOINTMENT

To J. Andrew Walsh of Readfield, in the County of Kennebec and State of Maine: There being a position on the Conservation Com., we the Select Board of the 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 6-30-14. Given under our hand this , day of , 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

APPLICATION FOR APPOINTMENT FOR:

Name: Priscilla Glover-Zarella Position SB-Sub Com on SB Liaison Term: NONE

CLERK'S USE BEFORE THE APPOINTMENT

Open position SB-Sub Com on SB Liaison (defining) Term: Adhoc- none

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

Is there a recommendation attached? [ ] Yes [X] No If no, please explain: New com

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 Priscilla Glover-Zarella of Readfield, in the County of Kennebec and State of Maine: There being a position on the SB-Sub Com on SB-defining Liaison, we the Select Board of the 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 [ ] . Given under our hand this [ ] , day of [ ] , 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

RECEIVED

TOWN OF READFIELD

JUL 03 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:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Select board Sub-Committee defining Select Board Liaison

Name: Deborah A. Doten

Phone (H): 685-3536

Street address: 208 Egg Rd

Phone (C): 292-9261

Mailing address: 208 Egg Rd Readfield, ME 04855

E-Mail: deb.doten@gmail.com

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

I have attached a copy of my resume for your review. With each position, I have placed a great deal of emphasis on communication. This includes the role of board member, consultant, and/or administrator.

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

I am very interested in supporting systems of communication that will enhance the structure already in place between the Select Board, Committees, Staff and Residents.

If you are currently employed, what is your position?

I am not employed. I left my career to assure the most independent future for my disabled (learning) son. A bigger job! He has moved, and I am now considering career options.

APPLICATION FOR APPOINTMENT FOR:

Name: Debra Doten Position SB Sub Com. to define Liaison Term: None

CLERK'S USE BEFORE THE APPOINTMENT

Open position SB Sub Com. to define SB Liaison Term: None

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

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

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 \_\_\_\_\_ of Readfield, in the County of Kennebec and State of Maine:  
There being a position of \_\_\_\_\_, we the Select Board of the 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 \_\_\_\_\_ . Given under our hand this \_\_\_\_\_, day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Sue Reay P. Greg Durgin Thomas Dunham

\_\_\_\_\_  
Valarie Pomerleau Allen Curtis

Debora A. Doten M.S., R.D., L.D.  
208 Fogg Rd.  
Readfield, Maine 04355  
(207) 685-3536  
e-mail: dadoten57@aol.com

Professional Experience:

January, 2000 – November, 2006

Federal Reviewer for ACF Head Start Program providing peer review of Head Start Programs and Early Head Start throughout New England. The primary responsibility of this position is the coordination of information and report writing for a 10 member Federal Review Team.

August, 1997 – August, 2002

Nutrition Consultant to the KVCAP Child and Family Services Program. Responsibilities include program training and evaluation in the area of nutrition and foodservice to HeadStart, WIC and the CACFP Program. Additional responsibilities include writing grant proposals, and assisting teams in the development of creative and supportive service plans for families receiving WIC and Head Start services.

August, 1997 – August, 2004

Nutrition Consultant to SKCDC Head Start providing staff training and technical assistance for classrooms, foodservice and family services staff. Responsibilities also include program evaluation in support of the Head Start Performance Standards in the area of nutrition.

December, 1990 – August, 2004

Part-time self employment as a consulting Registered Dietitian for children with special needs. The responsibilities are to serve as a IFSP team member for each child, and to provide nutrition education to the child's family.

June, 1995 - August, 1997

Employed as the Health and Nutrition Services Director for Kennebec Valley Community Action Program. Responsibilities include administrative, financial and supervisory oversight to the WIC Program, Head Start Health and Nutrition Components and the Foodservice/CACFP Program.

February, 1986 - June, 1995

Employed as the Nutrition Services Director for the Kennebec Valley Community Action Program. Primary responsibilities include administration of the WIC, BestFed and Nutrition Services Programs, supervision of professional staff, providing counseling to clients who are in need of therapeutic, dietary intervention, ensuring compliance to various contract and grants, fiscal management; and project development, implementation and evaluation.

July, 1980 - December, 1985

Employed as the staff Nutritionist/Health Coordinator for the Penquis HeadStart Program. Responsibilities included the coordination, implementation and evaluation of the nutrition and health component including community needs assessment, foodservice supervision, assessment and tracking of enrolled children's nutritional and health status; and providing health and nutrition education for professionals, staff, families and children.

August, 1982 - December, 1984

Served as the Nutrition Consultant to the Waldo County Committee for Social Action and the Action Opportunities HeadStart Programs. This position assured that the programs in Waldo, Hancock and Washington counties were in compliance with HeadStart guidelines (See above).

September, 1982 - December, 1985

Worked as the Nutrition Consultant to the Penquis Daycare Program. The responsibilities included reviewing menus for nutritional adequacy, providing ongoing education to Daycare Home Providers in a two county area.

Education:

June, 1979

Received a B.S. in Foods and Nutrition from the University of Maine at Orono.

December, 1985

Received a M.S. in Human Development from the University of Maine at Orono.

May, 1985 - October, 1985

Completion of a six month ADA qualifying experience. This included extensive clinical training in therapeutic dietetics, and enabled registration to the American Dietetic Association.

Professional Organizations:

Maine Millenium Commission to Examine Food Security

American Dietetic Association - Pediatric Specialty Group

Maine Nutrition Council

President - 1993

Maine Organic Farmer's Association

Board Member

Treasurer - 1997

Maine Coalition for Food Security

President - 1994-95

PO Box 16  
Readfield, ME 04355  
July 3, 2014

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

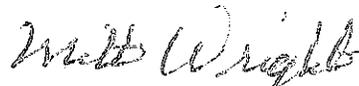
Dear Sue:

I am writing this letter of recommendation for Deb Doten who is a candidate for appointment and membership on the Select Board's sub-committee to define the role of Select Board liaisons to Readfield standing committees. I gather that this is an ad hoc committee that will go out of existence at the time that the committee submits a report for consideration to the Select Board.

Ms. Doten has a great interest in the municipal government of Readfield exhibited by her frequent attendance at Select Board public meetings. Ms. Doten is also a member of the Cemetery Committee and its Secretary. She is an articulate person unafraid to express her views before the Select Board, the Cemetery Committee or any other group of which she is a member. She has an ability to express her views and to stimulate consideration of her points of interest.

For the preceding reasons, I recommend Deb Doten to be appointed a member of the Select Board's sub-committee to define the role of Select Board liaisons to Readfield standing committees.

Very truly yours,

  
Milton R. Wright

RECEIVED

TOWN OF READFIELD

JUL 02 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:  1<sup>st</sup> time appointment  re-appointment

Which Board, Committee or Commission are you applying for?

I would like to be on the Select Board Sub Com. Defining SB Liason

Name: Priscilla Glover-Zarella Phone (H): 685-1001

Street address: 13 Zarella Lane Phone (C): 462-5565

Mailing address: Same

E-Mail: cgzarella@roadrunner.com

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

I was on the Trailing Naming Policy Committee

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

I enjoyed being on that committee and would like to be on another

If you are currently employed, what is your position?

Currently unemployed

## TOWN OF READFIELD

JUL 09 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:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission  
are you applying for?

PUBLIC WORKS Ad Hoc COMMITTEE

Name: GENE CARBONA

Phone (H): 685-1119

Street address: 155 OLD KENTS HILL RD

Phone (C): 917-923-4303

Mailing address:

E-Mail: gcarbona@gmail.com

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

- GRADUATE DEGREE IN BUSINESS ADMINISTRATION
- AMPLE EXPERIENCE W/ BUDGETS, PERSONNEL MANAGEMENT, KEEN BUSINESS ACUMEN & OVERALL DECISION MAKING ABILITIES.

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

- TO SERVE MY TOWN WITH HONESTY, TRANSPARENCY & FAIRNESS.
- TO HELP MOVE OUR TOWN TOWARDS ACHIEVING ITS GOALS.

If you are currently employed, what is your position?

EXECUTIVE DIRECTOR OF SALES @ THE MEDICAL LETTER, INC.

APPLICATION FOR APPOINTMENT FOR:

Name: Gene Carbone Position Public Works Adhuc Term: None

CLERK'S USE BEFORE THE APPOINTMENT

Open position Public Works Adhuc Com. Term: None

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

Is there a recommendation attached? [ ] Yes [X] No If no, please explain: Family Com now

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 [ ] of Readfield, in the County of Kennebec and State of Maine: There being a position on the [ ], we the Select Board of the 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 [ ]. Given under our hand this [ ], day of [ ], 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

**#7**

**Regional Fuel  
Contracts**

## **7X. Regional Fuel contracts**

Please see the attached summary of bids received on July 9, 2014 in response to the RFP for regional fuel services for RSU #38 and the towns of Readfield, Fayette, Manchester, Wayne and Monmouth.

Select Board member Val Pomerleau and the Town Manager attended the bids opening with Fayette Town Manager, Mark Robinson and RSU Finance Manager, Brigitte Williams.

Based on the low bids received, the group awarded the contract for #2 heating fuel again to Winthrop Fuel. J&S Oil won the bid for LP and K-1. Winthrop Fuel also won the bid for diesel to be delivered to the RSU bus fuel depot and Fayette's public works department.

(AFC had a lower bid for K-1 but made this a conditional bid on receiving other contracts, so this was not an acceptable bid.)

Each town and the RSU will sign separate contracts with the winning fuel companies for each commodity. Contracts with Winthrop Fuel for #2 fuel and with J&S Oil for LP will be presented to the Select Board for approval in the near future. The RSU will bill Readfield monthly for diesel use from the bus fuel depot – for the Town truck, backhoe, and Fire Dept. vehicles.

FUEL BID RESULTS 2014-2015

	Augusta Fuel	C.N. Brown	Dead River	Fabian	DK Burke	Downeast	Winthrop	Irving	J&S	Webber
#2 Heating Oil Fixed	3.207			3.499	3.390		3.194	3.300	3.259	
#2 Heating Oil Cap	Plus .18							N/A		
#2 Heating Pre-Buy	3.207			3.499				3.270	3.239	
#2 Heating OVER 2000 GALLON TANKS	3.207						3.064	N/A	3.105	
Margin Over Rack Adder				0.200						
Terms										
K-1-Fixed	3.447							N/A	3.559	
K-1-Capped	Plus .18							N/A		
K-1 Pre-buy	3.447							N/A	3.539	
K-1 Heating OVER 2000 GALLON TANKS	3.447			ONLY				N/A		
Margin Over Rack Adder				0.200						
Only w/#2										
LP Gas-Fixed	1.798			2.320				1.919	1.559	
LP Gas-Capped								N/A	1.809	
LP Gas-Pre-buy	1.798			2.300				1.904	1.539	
Margin Over Rack Adder				0.770						
Diesel-Fixed					3.390		3.287	N/A	3.250	
Diesel-Capped								N/A		
Diesel-Pre-buy								3.193		
Diesel - Transport							3.187			
Diesel - Variable				ONLY				3.193		
Margin Over Rack Adder	0.080			0.200						
Notes								Add'l		
								Fees		
								0.0076		
								0.004		

**#8**

**Road shoulders  
installation  
proposals**

## 8. Road shoulders installation proposals

Please see the attached proposals received on July 9, 2014 in response to the RFP for Road Shoulder Installation Services. Select Board member Allen Curtis attended this opening with the Town Manager and Finance Officer, along with representatives of several bidding firms.

This is a summary of the total amounts proposed by each firm:

D.R. Caron	\$24,520.00 or \$234/hr and trucking \$64/hr or \$54/hr for two or more
All States Asphalt	\$29,967.15 or \$295/hr and trucking \$75/hr; also \$7.70/yd gravel w/trucking included in original quote
C.H. Stevenson	\$43,666.00 and no hourly quotes
McGee Construction	\$57,645.00 or \$380/hr and trucking \$80/hr
L.P. Poirier	\$72,896.80 or \$140/hr and trucking \$70/hr
Pratt & Son	\$142,970.00 and no hourly quotes

Based on these proposals, D.R. Caron Excavation has the lowest combined total for all roads. All States Asphalt has a competitive bid when considering purchase of gravel. But even when adding the cost for purchasing and trucking another 600 yards of gravel, D.R. Caron appears to be the lowest bid:

$600 \text{ yards} / 16 \text{ yard truck} = 37.5 \text{ loads} \times 1.5 \text{ hours} = 56.25 \text{ hours} \times \$64 = \$3600$  in trucking. Add to this the cost of gravel:  $\$6.50 \times 750 \text{ tons} = \$4,875 + \$3600 = \$8,475$  for trucked gravel. Rounded to  $\$8,500 + \text{D.R. Caron's bid of } \$24,520 = \$33,020$ .

All States gravel would be  $600 \text{ yards} \times \$7.70 = \$4,620 + \text{the bid of } \$29,967.15 = \$34,587.15$

Looking at the alternate hourly rates, D.R. Caron and All States appear to be basing their bids on a bit more than 100 hours of projected work. The results would be about the same, with D.R. Caron being the lowest.

The other bids are not close to the two lower bidders. The only exception is the hourly rate for L.P. Poirier that does not appear to be realistic, especially given that firm's combined total bid.

The Select Board could consider awarding a contract for the shoulders installation services based on the above information, and checking references for a winning bidder.

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: D.R. Caron Excavation, Inc.

Address of business: 371 Pottle Hill Rd. Minot, Maine

Names of principals: Dan Caron President

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- |                       |              |                    |              |
|-----------------------|--------------|--------------------|--------------|
| - Thundercastle Road: | <u>2,480</u> | - Beaver Dam Road: | <u>3,790</u> |
| - Wings Mills Road:   | <u>2,146</u> | - Plains Road:     | <u>5,744</u> |
| - Adell Road:         | <u>962</u>   | - Church Road:     | <u>8,362</u> |
| - Lakeview Drive:     | <u>1,036</u> |                    |              |

Alternate hourly rate for shoulder installation services: \$234.00 and trucking hourly rate: \$54.00 ea.  
*includes flaggers* *2 truck minimum*  
The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area *1 truck \$64.00*

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated:  7/9/14

Cell 754-0102  
dan@draronexcavation.com

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: All States Asphalt Inc.

Address of business: 6 Sabbady Point Road, Windham ME. 04062

Names of principals: Jamie Ward- Estimator

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- |                       |                   |                    |                   |
|-----------------------|-------------------|--------------------|-------------------|
| - Thundercastle Road: | <u>\$3,518.55</u> | - Beaver Dam Road: | <u>\$4,865.90</u> |
| - Wings Mills Road:   | <u>\$3,190.00</u> | - Plains Road:     | <u>\$6,597.70</u> |
| - Adell Road:         | <u>\$2,210.00</u> | - Church Road:     | <u>\$7,345.00</u> |
| - Lakeview Drive:     | <u>\$2,240.00</u> |                    |                   |

Alternate hourly rate for shoulder installation services: \$295.00 and trucking hourly rate: \$75.00

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Jamie Ward 7/9/2014

\*\* We also have a MDOT Type "D" crushed 3/4" gravel we could supply at \$7.70/CY. This is material cost only. Trucking is included in the installation quote.\*\*

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: C.H. Stevenson Inc.

Address of business: P.O. Box 37, Wayne, Me. 04284

Names of principals: Zachary Stevenson

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

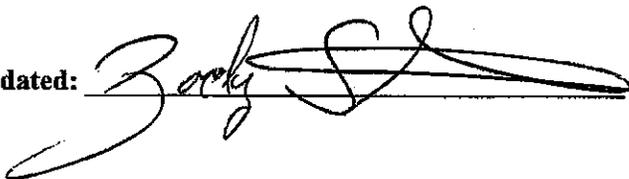
Base bid for road shoulder installation services on each road:

- Thundercastle Road: \$ 4,565.00
- Wings Mills Road: \$ 4,182.00
- Adell Road: \$ 1,718.00
- Lakeview Drive: \$ 1,907.00
- Beaver Dam Road: \$ 6,722.00
- Plains Road: \$ 9,576.00
- Church Road: \$ 14,996.00  
Copy - \$ 14,996.00 min.

Alternate hourly rate for shoulder installation services: quote as needed and trucking hourly rate: quote as needed

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated:  7/7/14

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: Steven A. McGee Construction LLC

Address of business: 537 High St. W. Gardiner ME 04345

Names of principals: Steven McGee Owner

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- |                       |                               |                    |                                |
|-----------------------|-------------------------------|--------------------|--------------------------------|
| - Thundercastle Road: | <u>\$ 5,865.<sup>00</sup></u> | - Beaver Dam Road: | <u>\$ 9,965.<sup>00</sup></u>  |
| - Wings Mills Road:   | <u>\$ 4,990.<sup>00</sup></u> | - Plains Road:     | <u>\$ 13,580.<sup>00</sup></u> |
| - Adell Road:         | <u>\$ 2,700.<sup>00</sup></u> | - Church Road:     | <u>\$ 12,645.<sup>00</sup></u> |
| - Lakeview Drive:     | <u>\$ 2,900.<sup>00</sup></u> |                    |                                |

Alternate hourly rate for shoulder installation services: \$ 380.<sup>00</sup> and trucking hourly rate: \$ 80.<sup>00</sup>

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Seth McGee 7-9-2014

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: Raymond Pairier / LP Pairier & Son, Inc

Address of business: 1331 Sabbathus Street Lewiston, ME 04240

Names of principals: LP Pairier & Son, Inc

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- |  |  |
|--|--|
| - Thundercastle Road: <u>\$ 7,372.00</u> | - Beaver Dam Road: <u>\$ 11,268.40</u> |
| - Wings Mills Road: <u>\$ 6,380.00</u>   | - Plains Road: <u>\$ 17,076.40</u>     |
| - Adell Road: <u>\$ 2,860.00</u>         | - Church Road: <u>\$ 24,860.00</u>     |
| - Lakeview Drive: <u>\$ 3,080.00</u>     |  |

Alternate hourly rate for shoulder installation services: \$ 140.00 and trucking hourly rate: \$ 70

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area.

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Raymond Pairier 7-9-14

**Readfield Road Shoulder Installation Proposal Form:**

Proposer's name: PRATT'S SONS, INC.

Address of business: P.O. Box 236, MECHANIC FALLS, ME 04256

Names of principals: JONATHAN PRATT, Owner; President

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to proposing lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- |  |   |
|--|---|
| - Thundercastle Road: <u>\$19,160<sup>00</sup></u> | - Beaver Dam Road: <u>\$19,160<sup>00</sup></u> |
| - Wings Mills Road: <u>9,570<sup>00</sup></u>      | - Plains Road: <u>28,700<sup>00</sup></u>       |
| - Adell Road: <u>8,400<sup>00</sup></u>            | - Church Road: <u>47,900<sup>00</sup></u>       |
| - Lakeview Drive: <u>10,080<sup>00</sup></u>       |   |

Alternate hourly rate for shoulder installation services: \_\_\_\_\_ and trucking hourly rate: \_\_\_\_\_

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: \_\_\_\_\_

GREG SAVONA, CONTROLLER

**#9**

# **Paving Proposals**

## 9. Paving proposals

Please see the attached bids received on July 9, 2014 in response to the RFP for paving. Allen Curtis attended the bids opening with the Town Manager, Finance Officer and several bidder representatives.

Here is a summary of the combined totals for each bidder:

Pike Industries:	\$202,088.00
State Paving:	\$204,554.00
B&B Paving:	\$204,956.00
All States Asphalt:	\$210,063.50
Hopkins Landscaping:	\$219,004.49

Pike Industries added a condition that a liquid asphalt escalator clause would be added to the contract so the prices could fluctuate based on the weekly change in liquid asphalt.

Of these bidders, only Pike Industries has paved in Readfield in the last ten years.

The Select Board could consider awarding a paving contract based on the above information and pending any reference checks.

Proposed Paving Projects in the Town of Readfield:

Sike's  
 1) At work - Flagging  
 2) B.N.I.'s - Fine line paving

Moorer Road (from Chase Rd to end)

ESTIMATED TONNAGE= 150 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.

Chase Road extension (from Moorer Rd to end)

ESTIMATED TONNAGE= 195 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,585' x 20'.

Chase Road (from Church Rd to Thundercastle Rd)

ESTIMATED TONNAGE= 195 tons of full-width variable-depth SHIM and 385 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,115' x 20'.

Old Kents Hill Road

ESTIMATED TONNAGE= 430 tons of full-width variable-depth SHIM and 860 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,970' x 20'.

Curbing

Install approximately 282' of bituminous curbing on the island entrances to 8 Old Kents Hill Road.  
 Install approximately 360' of bituminous curbing on both sides of the road near 97 Old Kents Hill Road.  
 Install approximately 375' of bituminous curbing on both sides of Old Kents Hill Road just past the Thundercastle Road intersection.

Please quote all projects with Hot Mix Asphalt (HMA).

PAVING PROPOSAL FORM

Name of Company: Pike Industries 85 Western Ave Fair Field, ME 04917

\* 9.5 mm Wearing Surface 1" Compacted  
 1590 (BT) @ 84.00  
 HMA: (Estimated tons) X ~~25.00~~ Cost per Ton = Total \$ 133,560.00

\* 9.5 mm Shim at variable depth Compacted  
 625 (BT) @ 87.00  
 HMA: (Estimated tons) X ~~27.00~~ Cost per Ton = Total \$ 54,375.00

Tack Coat  
 1000 gal  
 (Estimated gallons) X 5.00 Cost Per Gallon Applied = Total \$ 5,000.00

Curbing  
 1017  
 (Estimated amount) X 9 Cost per unit = Total \$ 9153.00

Signature: [Signature] Date: 7/9/14  
 Bike Hamilton, Est./Proj. Mgr.

Paving RFP 06-24-14

\* Subject to Section 108 of MDOT Specifications Asphalt Escalator  
 Base rate 7/9/14 @ 615.00/T  
 Total \$ 202,088.00

## Proposed Paving Projects in the Town of Readfield:

### Mooser Road (from Chase Rd to end)

**ESTIMATED TONNAGE= 150 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.**

### Chase Road extension (from Mooser Rd to end)

**ESTIMATED TONNAGE= 195 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,585' x 20'.**

### Chase Road (from Church Rd to Thundercastle Rd)

**ESTIMATED TONNAGE= 195 tons of full-width variable-depth SHIM and 385 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,115' x 20'.**

### Old Kents Hill Road

**ESTIMATED TONNAGE= 430 tons of full-width variable-depth SHIM and 860 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,970' x 20'.**

### Curbing

Install approximately 282' of bituminous curbing on the island entrances to 8 Old Kents Hill Road.  
Install approximately 360' of bituminous curbing on both sides of the road near 97 Old Kents Hill Road.

Install approximately 375' of bituminous curbing on both sides of Old Kents Hill Road just past the Thundercastle Road intersection.

Please quote all projects with Hot Mix Asphalt (HMA).

## PAVING PROPOSAL FORM

Name of Company: STATE PAVING INC.

### **9.5 mm Wearing Surface 1" Compacted**

HMA: (Estimated tons) X \$85.00 Cost per Ton = Total \$ 135,150.00

### **9.5 mm Shim at variable depth Compacted**

HMA: (Estimated tons) X \$86.00 Cost per Ton = Total \$ 53,750.00

### **Tack Coat**

(Estimated gallons) X \$6.00 Cost Per Gallon Applied = Total \$ 3,450.00

### **Curbing**

(Estimated amount) X \$92.00 Cost per unit = Total \$ 12,204.00

Signature: [Signature] Date: 7/9/2014

Proposed Paving Projects in the Town of Readfield:

Mooer Road (from Chase Rd to end)

ESTIMATED TONNAGE= 150 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.

Chase Road extension (from Mooer Rd to end)

ESTIMATED TONNAGE= 195 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,585' x 20'.

Chase Road (from Church Rd to Thundercastle Rd)

ESTIMATED TONNAGE= 195 tons of full-width variable-depth SHIM and 385 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,115' x 20'.

Old Kents Hill Road

ESTIMATED TONNAGE= 430 tons of full-width variable-depth SHIM and 860 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,970' x 20'.

Curbing

Install approximately 282' of bituminous curbing on the island entrances to 8 Old Kents Hill Road. Install approximately 360' of bituminous curbing on both sides of the road near 97 Old Kents Hill Road.

Install approximately 375' of bituminous curbing on both sides of Old Kents Hill Road just past the Thundercastle Road intersection.

Please quote all projects with Hot Mix Asphalt (HMA).

PAVING PROPOSAL FORM

Name of Company: B & B PAVING, INC.

**9.5 mm Wearing Surface 1" Compacted**

1,590 tons  
HMA: (Estimated tons) X \$86.00 Cost per Ton = Total \$ 136,740.00

**9.5 mm Shim at variable depth Compacted**

625 tons  
HMA: (Estimated tons) X \$86.00 Cost per Ton = Total \$ 53,750.00

**Tack Coat**

716 gallons  
(Estimated gallons) X \$6.00 Cost Per Gallon Applied = Total \$ 4,296.00

**Curbing**

1,017 linear feet  
(Estimated amount) X \$10.00 Cost per unit = Total \$ 10,170.00

Signature: [Signature] Date: 7.09.2014

\$204,956.00

## Proposed Paving Projects in the Town of Readfield:

### Mooer Road (from Chase Rd to end)

**ESTIMATED TONNAGE= 150 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.**

### Chase Road extension (from Mooer Rd to end)

**ESTIMATED TONNAGE= 195 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,585' x 20'.**

### Chase Road (from Church Rd to Thundercastle Rd)

**ESTIMATED TONNAGE= 195 tons of full-width variable-depth SHIM and 385 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,115' x 20'.**

### Old Kents Hill Road

**ESTIMATED TONNAGE= 430 tons of full-width variable-depth SHIM and 860 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,970' x 20'.**

### Curbing

Install approximately 282' of bituminous curbing on the island entrances to 8 Old Kents Hill Road.  
Install approximately 360' of bituminous curbing on both sides of the road near 97 Old Kents Hill Road.

Install approximately 375' of bituminous curbing on both sides of Old Kents Hill Road just past the Thundercastle Road intersection.

Please quote all projects with Hot Mix Asphalt (HMA).

## PAVING PROPOSAL FORM

Name of Company: All States Asphalt Inc., 6 Sabbady Point Road, Windham, ME. 04062

### **9.5 mm Wearing Surface 1" Compacted**

1,590 tons  
HMA: (Estimated tons) X \$86.50 Cost per Ton = Total \$ 137,535.00

### **9.5 mm Shim at variable depth Compacted**

625 tons  
HMA: (Estimated tons) X \$88.50 Cost per Ton = Total \$ 55,312.50

### **Tack Coat**

716 gal.  
(Estimated gallons) X \$7.00 Cost Per Gallon Applied = Total \$ 5,012.00

### **Curbing**

1,017 LF  
(Estimated amount) X \$12.00 Cost per unit = Total \$ 12,204.00

Signature: *Janice Ware* Date: 07/09/2014

## Proposed Paving Projects in the Town of Readfield:

### Mooer Road (from Chase Rd to end)

ESTIMATED TONNAGE= 150 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.

### Chase Road extension (from Mooer Rd to end)

ESTIMATED TONNAGE= 195 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,585' x 20'.

### Chase Road (from Church Rd to Thundercastle Rd)

ESTIMATED TONNAGE= 195 tons of full-width variable-depth SHIM and 385 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,115' x 20'.

### Old Kents Hill Road

ESTIMATED TONNAGE= 430 tons of full-width variable-depth SHIM and 860 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,970' x 20'.

### Curbing

Install approximately 282' of bituminous curbing on the island entrances to 8 Old Kents Hill Road.  
Install approximately 360' of bituminous curbing on both sides of the road near 97 Old Kents Hill Road.

Install approximately 375' of bituminous curbing on both sides of Old Kents Hill Road just past the Thundercastle Road intersection.

Please quote all projects with Hot Mix Asphalt (HMA).

## PAVING PROPOSAL FORM

Name of Company: Hopkins Landscaping LLC

### 9.5 mm Wearing Surface 1" Compacted

HMA: (Estimated tons) X 92.00 Cost per Ton = Total \$ 146,280.00  
1590 tons

### 9.5 mm Shim at variable depth Compacted

HMA: (Estimated tons) X 88.00 Cost per Ton = Total \$ 55,600.00  
625 tons

### Tack Coat

(Estimated gallons) X 5.00 Cost Per Gallon Applied = Total \$ 2,500.00  
500 gallons

### Curbing

1017 LF  
(Estimated amount) X 14.97 Cost per unit = Total \$ 15,224.49

Signature: John Hopkins, President Date: 7/9/2014

**#10**

**Library painting  
proposals**

## 10. Library painting proposals

Please see the attached proposals received on July 9, 2014 in response to the RFP for painting the library. Allen Curtis attended the bids opening with the Town Manager, Finance Officer and a representative from Clarke Painting.

The bids were:

Clarke Painting:       \$13,000

Crapott's:             \$11,652

Based on these bids, the Select Board could consider awarding a contract to paint the two remaining sides of the library.



**CRAPOTTS CORP.**

46 CARGILL ST. LIVERMORE FALLS, MAINE 04254 (207) 897-4264 ALSO FAX

**Proposal**

**To:** Town of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355

7-9-2014

**RE:** Library Building Painting (Exterior)

Crapott's Corp proposes to furnish all materials, labor and equipment necessary to complete the project per specs from owner for the Library Building Painting Exterior.

1. Paint the North (Rear) & West sides of the Library per specs from owner.

**Total    \$11,652.00**

**Thank You,**

**Roger Soucy**

# Clarke Painting, Inc.

# Proposal

## Painting Division

P.O. Box 8427  
 Portland, ME 04104  
 Phone 207.233.8584  
[ClarkePaint@aol.com](mailto:ClarkePaint@aol.com)  
[www.clarkepaint.com](http://www.clarkepaint.com)

DATE: JULY 9<sup>TH</sup> 2014

EXPIRATION DATE: OCTOBER 31<sup>ST</sup> 2014

TO Town of Readfield  
 8 Old Kents Hill Rd.  
 Readfield, Me 04355  
 (207) 685-4939

[readfield@roadrunner.com](mailto:readfield@roadrunner.com)

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Scott Smith	Readfield Library	20% Deposit 60% Progress payment 20% final payment	Per Terms

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>Prepare and Paint the exterior north (rear) and West sides of the Readfield public library.</p> <p>Thoroughly wash the building to clean the substrate. Hand scrape any loose or flaking product to achieve a solid surface to work with. Caulk any gaps around the trim or split clapboards to prevent water damage. Re-set or replace any popped nails to maintain the integrity of the siding and trim.</p> <p>Include all siding, trim, door frames, window frames, shutters, and doors. Exclude the window sash and mullions (they are vinyl)</p> <p>Finish all siding with two coats of exterior Sherwin Williams finish paint. Finish the trim with two coats of exterior finish paint. Finish the shutters with two coats of SW satin.</p> <p>Additional unforeseen work or repair work will be billed hourly @ \$50/hr plus material. All work will be discussed with homeowner prior to completion.</p>	Hourly @ \$50/hr plus material	\$13,000.00
<b>SUBTOTAL</b>			<b>\$13,000.00</b>
<b>DEPOSIT DUE TO SCHEDULE JOB:</b>			<b>\$2,600.00</b>
<b>TOTAL</b>			

\*Clarke Painting is RRP certified by the EPA to work in compliance with all federal regulations related to lead paint law.

To accept this proposal, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**#11**

**Select Board**

**retreat planning**

## **11. Select Board retreat planning**

Based on the availability of facilitator, Dana Lee, the Select Board retreat will be held on Friday, August 8, 2014.

The Kents Hill School ski lodge is not available on that date, so another site must be used. Sue Reay has offered her family's camp on Maranacook Lake as a site for the retreat. The Select Board could consider other possible sites, or decide whether to accept Mrs. Reay's offer this evening.

Dana Lee will send a contract for the Select Board to approve, along with pre-retreat planning items. The Board could discuss additional preparations at the next meeting on July 28, 2014.

**Readfield Selectboard-Town Manager Facilitated  
Goal-Setting Retreat  
August 8, 2014**

**7:45 AM:**                                   **Gather / Coffee**

**8:00 AM – 8:45 AM:**                   **Rep. Craig Hickman and Sen. Tom Saviello**

**9:00 AM – 10:30 AM:**  
Review Meeting Goals and Ground Rules  
Review 2013-14 Goals  
Successes / Achievements / Disappointments / Frustrations

**10:30 AM – 10:45 AM:**               **Quick Break**

**10:45 AM – 12:15 PM:**  
Board Communications, Board-Manager Relations  
Discuss Goals and Outcomes Sought in FYE 14-15  
Begin Prioritization of Goals

**12:15 PM – 1:00 PM:**  
Informal Lunch

**1:00 PM – 1:40 PM:**  
Supt. #38 Donna Wolfrom and Finance Manager Brigette Williams

**1:45 PM – 2:00 PM:**                   **Quick Break**

**2:00 PM – 3:30 PM:**  
Flesh Out Scope / Steps of Each Goal

**3:30 PM – 4:00 PM:**  
Final Thoughts / Next Steps / Wrap up

## **SUGGESTED GROUND RULES FOR STRATEGIC PLANNING RETREATS**

- We agree that we are here to reach consensus on how to best serve our community.
- One person speaks at a time and we will wait to be recognized.
- We agree not to have side discussion without a group timeout.
- We agree to “actively listen” to others.
- We agree that questions are encouraged to clarify ideas.
- We agree not to belittle one another and to care and respect differing views.
- We agree that discussions are about ideas, proposals and positions, but not about personalities nor motives.
- We agree that any feedback is to be framed in a constructive manner.
- We agree that we have time limits and discussion may be abbreviated as needed to ensure we complete our strategic planning goals.
- We agree that we will work in a manner that will allow us to leave here with a good plan, a positive energy and a stronger sense of team.

## **SUGGESTED GROUND RULES FOR FACILITATED MEETINGS**

- We agree that we are here to reach consensus on how to best serve our community.
- One person speaks at a time and we will wait to be recognized.
- We agree not to have side discussion without a group timeout.
- We agree to “actively listen” to others.
- We agree that questions are encouraged to clarify ideas.
- We agree not to belittle one another and to respect differing views.
- We agree that we will try to frame comments in a constructive manner.
- We agree that we have time limits and discussion may need to be abbreviated as needed to ensure we complete our discussions in a timely manner.



# **Lee Facilitation Services**

## **Meeting Purpose Form**

**Who are regularly involved / leaders?**

**Who decided that a meeting was needed?**

**What are the desired outcomes?**

**What type of deliverable is expected? In what form? By when?**

**What specific topics must be covered for this to be a success?**

**Any information that should be gathered in advance of the meeting? During the meeting?**

**What decision must be made during the meeting to deem it a success?**

**How will participants likely treat each other during the meeting? Tensions? Importance of Ground Rules?**

**Any internal dynamics that I should be aware of?**

## *Goal Setting Facilitation Proposal, Town of Readfield, Maine*

July 10, 2014

Dear Mr. Pakulski and Selectmen,

I am pleased to again be able to offer a proposal for facilitation services to you for your consideration. I look forward to revisiting and building upon last year's goal-setting session.

### **Proposed Actions Steps:**

#### Preparatory Work: (2 Hours)

- Have board members and administrator provide upfront communication about their expectations, the process and outcomes sought. Review this information and integrate it into meeting preparation.
- Draft the agenda and time schedule (subject to your final review)

#### Workshop (9.5 Hours with travel)

- Review recent goals / successes
- Brainstorm goals and outcomes sought including related opportunities, obstacles and resources.
- Prioritize the goals
- Develop timeframes, methods and milestones for achieving the goals established
- Discuss communicating progress and feedback between Manager and Board
- Wrap up

#### Follow Up Work (2 Hours)

- Provide the board with a detailed report of the outcomes, goals and action steps (subject to review and revision).

I am very excited about this goal-setting workshop and believe strongly that your organization will come away from it feeling empowered and ready to roll. My proposed fee for this facilitation service is \$850.

Sincerely,

Dana K. Lee  
207-754-2881

**#12**

**Transfer Station**

**Sunday Hours**

**consideration**

## **12. Transfer Station Sunday hours consideration**

Please see the attached memo from Solid Waste and Recycling Committee (SWRC) chair, Kathryn Woodsum that she provided following the Summer Residents meeting on July 7, 2014.

This memo does not include a recommendation from the SWRC, as there was no time for a meeting. Based on the memo, the Select Board could consider possible actions or directions to the Town Manager and SWRC regarding the topic of Sunday hours at the Transfer Station during the summer months.

Report on findings concerning Sunday Trash Collection in Readfield, submitted by SWRC Chair Kathryn Mills Woodsum

Monday night, July 7th, 2014, the Town of Readfield held their third annual summer residents meeting at the town office. One issue that came up was disposing of Saturday's waste on Sunday before the out-of-town residents head home. This issue has been ongoing for each year we have met and now they are really feeling that the town is ignoring them. The bottom line for many residents in attendance is that they pay the same taxes as year-round residents yet they have very low impact on town services, primarily utilizing roads and the transfer station. With a full contribution towards education despite never having the possibility of any children in the system, they think it would be fair to all taxpayers to have Sunday hours available to them to dispose of trash before they leave for the week or longer. (They do utilize the transfer when open but most leave on Sundays after Saturday night meals.) As chair of the SWRC (Solid Waste and Recycling Committee) I fielded comments, concerns, complaints, and pleas, and then we brainstormed some ideas.

After about 30 minutes of discussion, we settled on the following request. **Have a location for summer residents to drop off one bag of trash on Sundays, from Memorial Day through Labor Day, for 2 or 3 hours, between the hours of 10 AM and 3 PM.** The Select Board is willing to discuss this issue at their next meeting on Monday July 7th. I asked for five minutes.

I sent this information to the SWRC members, but as it is summer and very short notice I only heard back from three of six members. Never-the-less, here is the information that I gathered that will assist in making a decision to benefit the summer residents. Of course, this would have to open to residents in both towns we serve, Readfield and Wayne.

The cost of services for this fiscal year would have to be borne out of the current budget for the Transfer Station, or the Select Board would have to appropriate funds from their emergency fund and ask for approval at Town Meeting next year. We could budget for this in the future.

One member replied: 'The whole point, of course, with our budgets is that we've been trying to save tax dollars wherever we can. This means limiting services across the board in all the Town does, and that includes the Transfer Station. We could be open every day if people want to pay for that. We could be open Sundays if they want that. If the people want lower taxes, then we reduce what we offer.'

One member replied: 'I think the summer residents have made valid points about town services and that this is a very low cost service that can be provided to satisfy a need of residents who impact services to lesser degree than most and yet provide a great deal of tax revenue to the town. These folks do not have a voice at Town Meeting and they are now speaking their voice here. (Maybe they should be included in the budget planning process via the internet and email in addition to this summer meeting.) It was not budgeted for this year but that should not be a deterrent to doing the right thing.'

We have 4 commercial haulers licensed to operate at our Transfer Station. One appears to be out of business, one did not return my call, and two provided information noted below.

One idea is to have someone man the Transfer Station for a couple of hours on Sundays during the summer months. There is no desire on the part of our employees to do this as they would have no weekend day off all summer. They already work full time so these would be overtime hours, unless we altered the daily schedule to close another day, or part of a day. The minimum we can have an employee report to work for is 4 hours, and that was more than what folks were thinking of needing. This has been discussed in past years and was rejected by the Select Board and Transfer Station Manager.

In response this week from the Transfer Station Manager, Stefan Pakulski: 'I talked briefly with Teresa this morning about possible costs to staff the TS for up to four hours on Sundays, Memorial Day through Labor Day. We do have some historical comparisons if we want to do that much research, as we had at least a couple of summers several years ago when we were open 4 hours on Sundays.'

For part-time staff of good quality, all costs might be no more than  $\$15/\text{hr} \times 2 \text{ employees} \times 4 \text{ hours} = \$120$  per Sunday.

With at least one regular staff member there on overtime, that would be around  $\$20/\text{hr} \times 4 = \$80$  + a part-timer at  $\$15/\text{hr} \times 4 \text{ hours} = \$60$ , or  $\$140$  together.

There would be electricity costs, but those would probably be no more than  $\$15/\text{day}$ .

It looks like opening for four hours would be in the range of  $\$150/\text{Sunday}$ . Add a bit more for contingency, and it could be  $\$175$  but probably less than  $\$200$ . Do this for 12 Sundays, and the cost per season is  $\$2,100 - \$2,400$ .

Another SWRC member replied: 'Might I suggest one easy fix. How about we change the hours of the transfer station - closed on Saturday and open on Sundays. We could poll residents about the change informally at the transfer station.' This reply was made by the Transfer Station Manager: 'We also could switch what we offer. But that's not easy especially with staff members whose lives would be affected by it. Switching from Saturdays to Sundays for example might be a big inconvenience, as regular staff wouldn't get two days off in a row. But we certainly could work to reconfigure the days to open Sundays without increasing total hours, as long as we could find someone to work those hours.'

One member replied: 'I think this is the best option, and the most cost efficient. Providing the services in-house costs less and offers more. I would suggest opening on Sundays for 4 hours, and reducing the hours on another day. We could provide full service on Sundays to all residents at minimal to no additional cost. If we do not reduce hours on another day, this is still the best option from a cost and service perspective.'

Another idea would be to have a pick up system but that seems to be very inefficient, not knowing who would need service or not. This avenue was not pursued in my research.

Another idea is to have a dumpster located somewhere centrally in town, perhaps at the Family Market. Though there is appeal to this idea it seems that having to have it locked and then unlocked and being open for anyone to throw stuff in could be a big issue. There would also be an issue of if the owners were willing to participate. It was suggested to do this at the Town Office.

**Worthing Waste** would bring a dumpster to the Readfield Town Office for a one-time fee of  $\$40$ . They could bring a 2-yard or a 4-yard container, with flip-top lids that could have chains wrapped over them to keep them closed and locked. (Someone would need to unlock and re-lock each Sunday.) If we thought that it would not fill up weekly, the on-call price is  $\$30$ (2-yd) or  $\$50$  (4-yd) per pickup. If we wanted a monthly rate with weekly pickup it would be  $\$120$  for the 4-yd.

One member replied: 'I think a dumpster would be hard to police and costs could skyrocket.'

One member replied: 'I think this is the most cost-efficient option, but could be problematic on several levels. There would need to be someone to unlock and re-lock the dumpster; limiting who uses the dumpster and for what would not be controlled unless someone manned the dumpster; the volume might exceed capacity and then folks who have driven to the dumpster would either leave their trash outside of the dumpster or have to take it home, thus fostering ill-will towards the system. However, if an employee was

paid to monitor that only trash was placed in, and only one bag per vehicle, the cost would not be more than a part-timer's cost plus the dumpster fee. At 3 hours weekly, the monthly cost would be \$180; added to the 4-yd dumpster cost this would be \$300 per month, or \$1050 for the season.'

Another idea is to have a commercial hauler truck parked centrally in town for several hours on Sunday. This seemed to be a viable idea as it might limit the filling up of the truck as opposed to the dumpster. It would be driven away and would not smell.

Jimmy Simmons was available and open to the idea of leaving a truck at the Readfield Town Office on Sundays from 9AM to Noon. He would want to be let into the TS or have a key to do so, as he doesn't want to keep the waste in his truck. (Maybe he could hold it until Monday when Stefan is at work and could let him in?) He thought the cost to be between \$100 and \$200 weekly, off the top of his head. He says his truck holds 80 customers volume, but if folks were only dropping off one bag it could hold more folk's trash.

One member replied: 'I think this option could be workable. The cost would be between \$1500 and \$3000 for the season, and the volume would be regulated by the hauler. The trash could be dropped off on Monday at the Transfer Station at minimal cost as the Transfer Station Manager would be on the job already.'

**#13**

**Annual calendar**

**review**

### **13. Annual calendar review**

Please see the attached version of the Select Board's annual calendar, as provided by Sue Reay and previous Select Board members.

This could be developed and adjusted according to the current year, and used by the Select Board and Town Manager as a planning and monitoring tool.

Meeting #	Month	Date	Standing	Meeting Items	Committee Appointments	Annual Business	Total Annual Business Time	Time for new items	Additional Items	Total Additional Items Time	Remaining time	
1	July	14	55	15		Sue-Greg-Val Liaison-Tom Liaison-Sue Warrant Review-AC-Rep-AI Liaison Liaison-AI Keeper-Greg Taker-Val to KCEMA & MMA EOP Badge Rep-AI Committee-Greg Tax Commitment Executive Session-Town Manager Kennebec Valley Humane Society MMA Annual elections MDOT URIP Certification Readfield Historical Society Liquor License Select Board Retreat Summer Residents Meeting General Assistance Automobile Graveyard Permits Town Manager Quarterly review May-July DAR Proclamation Liquor License Hearing GA- Appendix B-F due by Oct 1, 2014 Board Workshops from Retreat Goals Winthrop Ambulance Service Contract Set Town Farm Tour EOP at RSU 4-10PM Heritage Days Committee Hearing-Graveyard Permits for 10/1/2014 to 9/30/2015	30	35			35	
2	July	28	15		All re-appointments	Set						
3	August	11	55	15			20	60			60	
4	August	25	55	15			10	70		30	40	
5	September	8	55	15			50	30		25	5	
6	September	22	55	15			40	40			40	

7	October	6	0	15	15			Joint meet w/Wayne SB re:Transfer Station & Inter local Agreement 60 mins (in Readfield 2014) MMA Voting delegate from Select Board for convention Board Trail Walk/Sidewalk Date Set Audit Renewal Transfer Station Wood Pile RFP	120	0		0
8	October	20	55	15	15	15		Investments recap with Sam Tippett Recap with RSU Appoint warden from 8 am 11/4/2014 to 8 am 11/5/2014 GA-Appendix B might need to be renewed for 10/1/2014 to 9/30/2015	20	45	Emergency Planning update	45
9	November	3	55	15	15			CIP Review & Budget Committee guidance EOP Tabletop Test	60	20	Ball field update	20
10	November	17	55	15	15			Town Manager 1/4I review Aug-Sept-Oct		80	Library Plan update	50
11	December	1	55	15	15			TS Commercial Haulers Permits	15	65		65
12	December	15						Annual Employee Recognition . Election Warden appointment for 1/1/2015 until ????		80		80
13	December	29	55	15	15			Annual Chairs Meeting			CPI on agenda	
14	January	12	55	15	15			Budget Committee Report/Direction 20 mins Set Annual meeting all boards with RSU		65		5
15	January	26	55	15	15			Town Manager 360 degree review 1 year		80		20
16	February	9	55	15	15			Budget review 1 RCCC Dispatch Public Safety contract renewal	45	35		-10
17	February	23	55	15	15			Town Manager Statewide Exchange Meeting			Town Manager attends	
18	March	9	55	15	15			Weatherlyne Liquor License Renewal A- Lien Foreclosures? Copier renew for 4/1/2015 to 3/31/2016	15	65		35
19	March	23	55	15	15			Cobossee Watershed District Budget review Spirit of America nominations due Set critical town meeting dates, On floor date, voting date, public hearings Appoint ballot clerks Town Meeting Warrant signing	55	25		-35
20	April	6	55	15	15	15		Audit review and Contract Cobossee Watershed District update Lien Foreclosures Town Meeting warrant review	45	20		20

21	April	20	55	15						25	55	30	25
22	May	4	55	15						80	80		80
23	May	18	55	15						80	80	60	20
24	June	1											
	June	9											
	June	11											
25	June	15	55	15						80	80	60	20
26	June	29											

**2015-2016 YEAR**

1	July	13	55	15	15					30	35		35
2	July	27	55	15	15								

Elect Chair & Vice-Chair  
 Sue-Greg-Val  
 Liaison-Tom  
 Liaison-Sue  
 Warrant Review-AC-  
 Rep-Al  
 Liaison  
 Liaison-Al  
 Keeper-Greg  
 Taker-Val  
 KCEMA & MMA  
 EOP Badge  
 Rep-Al  
 Committee-Greg  
 Committee-Greg  
 Tax Commitment  
 Executive Session-Town Manager  
 Kennebec Valley Humane Society  
 MMA Annual elections

Assessors-  
 Solid Waste  
 Cemetery  
 Quarterly  
 KVCOG  
 Library  
 Inter local  
 Time  
 Note  
 Tom to  
 Tom get  
 First Park  
 Ball field  
 EOP  
 Set

All re-appointments

Library Plan update?

With all Chairs/Committees  
 With all board members  
 With SB and budget Committee

Appointments & Procedures  
 Auditor  
 Budget Committee

1 Workshop  
 2 Workshop  
 3 Workshop

**POLICIES TO REVIEW**

Meeting Date  
 07/14/14

Fireworks  
 Mail box Policy  
 Rental Town Office  
 Beach Rental

**Set Dates to review**

Foaa/ Non FOAA  
 PEG Station  
 Culvert Policy  
 Personnel Policy  
 Purchasing Policy  
 Public Communications  
 Foaa/ Non FOAA  
 Pre-Holiday Closing  
 Open Space Plan  
 CIP Review & Budget Committee guidance  
 Pre-Holiday Closing  
 Purchasing Policy  
 Naming Policy  
 Road Commissioner/Transfer Station/Town Manager look at per Al Curtis request  
 EOP and Non-EOP  
 Warrant Article Petition Policy  
 Snow Plow Policy  
 Select Board Roles/By laws  
 Snow Plow Contract-March 2015  
 Town Manager Roles  
 Job Descriptions  
 Town Manager Review Format  
 Legal  
 Table Placement  
 Air Conditioning upstairs  
 Road Commissioner Duties  
 Giles Bridge-Grant???  
 Sidewalk Expansion  
 Fairground Expansion  
 Security Cameras  
 Select Board Meetings Online  
 Road Spreadsheets  
 Board/Committee/Commission # of members  
 Moisture Control basement Giles Hall  
 Fire Station Addition  
 Library  
 Handicap Ramp Giles  
 Drainage front Giles- Nov 4<sup>th</sup> 2013  
 Boundary markers  
 RFP possibilities  
 Comprehensive Plan Implementation

Maranacook Dam Agreement  
Culvert Policy  
Phone system cost

last update 8-18-11  
last update 7-6-2014



**Town of Readfield Select Board Workshop Planner 2011**

Meeting #	Month	Date	Purpose	Annually
1	January	1/5/2011	Review of all town ordinances ??	
	January	1/11/2011	Joint Meeting with Manchester	
2	January	1/24/2011		Chairs Meeting
4	February	2/2/2010	Information meeting	?? RSU 38 Budget meeting 2/16, 3/16, 3/30
5	March	3/2/2010	Special Town Meeting PW Building 3/1	
6	April	4/4/2011	Ballfield Workshop	
7	May			
8	June	6/9/2011		Town Meeting
9	June	6/16/2011		New Select Board member Orientation
10	June	6/30/2011		Final Payables Warrant
11	July			
12	August			Select Board Retreat
13	September			
14	October			Town Employee Retreat & Recognition
15	November	11/8/2010	Reading review of all town ordinances	
16	December			

Town of Readfield				
Select Board Quarterly Review Items				
Item	1st Quarter - January	2nd Quarter - April	3rd Quarter - July	4th Quarter - October
Finance/Approve Open Space acquisitions	2010 only	2010 only		
FEMA floodplain maps	2010 only	2010 only		
Implementation of ME Uniform Building and Energy Code	2011 only	2011 only		
Request Fire Dept inventory of all equipment	2010 only	2010 only		
Maranacook Lake Watershed Management Plan & Dam Mgmt Plan				
Torsey Pond Watershed Management Plan - funding approval? 2011				
Seek partnerships for regional housing projects				
Seek affordable housing incentives				
Standards for summer and seasonal to year round dwellings				
Review of town building code regulations				
Recognize volunteers, at least annually				
Develop a Park-n-Ride centrally in town				
Motorized traffic controls on all lakes and ponds in town				
Investigate feasibility of solid waste activities going to private sector				
Consider acquiring Augusta Water District property if for sale				
Support Economic Development Committee				
Support efforts for local or regional land trusts for affordable housing				
Establish a new town board for town boards and committees				
Establish a new board and committee administrative procedures review				
Encourage town residents to volunteer their time				
Request annual Fire Dept assessment of equipment				
Support the efforts of snowmobilers in town.				
Retain public easements on discontinued roads in town.				
Encourage participation in farm, open space and tree growth tax programs.				
Continue membership in Cobbosee Watershed District				
Hold annual Readfield Heritage Days				
Encourage use of and pride in historic town sites, Jesse Lee Church & Union Meeting House				
Review statement from Financial Consultant on Trust Fund management				
Update CIP (Capital Improvement Plan)				
Determine municipal building needs				

in new warrant  
read this  
not done  
requested, not  
ask TM to do it

working on  
started; mayt  
SOM, thank y

SWRC

not currently

check to see  
??

conservation

work

10-May

4th 1/4 only

4th 1/4 only

received  
his - date?

the 2010-2011 project?  
ous

functioning

: what we have and then what needs to be developed

commission/trails committee

Short Term	Review When	Complete When
Review 2 Road Ordinances	Spring 2010	
CIP		in June 2010
Open Space Plan		in June 2010
FEMA floodplain maps		in June 2010
Implementation of ME Uniform Buildig and Emery Code		in June 2010
Establish written job descriptions for town boards and committees AND town employees		in June 2010
Establish board and committee administrative procedures review		in June 2010
Request Fire Dept inventory of all equipment		in June 2010

Mid-Term	Review When	Complete When
Torsey Pond Watershed Management Plan	Spring 2011	
Seek partnerships for regional housing projects		
Seek affordable housing incentives		
Standards for conversion of seasonal to year-round dwellings		
Review all town ordinances and regulations		in June 2011

Long Term	Review When	Complete When
Readfield Corner Revitalization Study	Spring 2010	
Develop a Park-n-Ride centrally in town	Spring 2010	
Investigate feasibility of solid waste activities going to private sector		
Consider acquiring Augusta Water District property if for sale	Spring 2010	

Ongoing	Review When	Complete When
Municipal Building needs		
CIP (Capital Improvement Plan)		
Maranacook Lake Watershed Management Plan & Dam Mgmt Plan	Spring 2010	
Recognize volunteers		
Motorized traffic controls on all lakes and ponds in town		
Support Economic Development Committee	Spring 2010	
Support efforts for local or regional land trusts for affordable housing		
Encourage town residents to volunteer their time		
Request annual Fire Dept assessment of equipment		
Work with State Dept. of Transportation on setting appropriate speed limits	Fall 2011	
Support the efforts of snowmobilers in town.		
Retain public easements on discontinued roads in town.		
Encourage participation in farm, open space and tree growth tax programs.		
Continue membership in Cobbossee Watershed District		
Hold annual Readfield Heritage Days	Fall 2011	

***Italics are changes for 2011***



**#14**

**RES playground  
reserve account  
update**

#### **14. RES playground reserve account update**

This is an update to the issue of the playground account that came up at the June Town Meeting. Please see the attached letter from RES principal Jeff Boston, and fax from RSU Finance Manager Brigette Williams.

The Town's auditor, Chris Backman, says the RES playground account funds reside in the General Fund as what used to be called Designated, but under the current GASB classifications now are called Committed. Chris thinks approval from the voters at the next Town Meeting or Special Town Meeting would be needed to expend these.

There were questions about whether the playground funds were ever discussed during the formation of the RSU or if they showed up in the RSU agreement, but Brigette does not recall or see any reference in the RSU plan. It's not clear yet whether any taxes were contributed beyond donations raised at the school level, but that can be checked.

This could be a retreat topic to discuss with the RSU representatives.



*Readfield Elementary School*

84 South Road

Readfield, ME 04355

Phone: 207-685-4406

Fax: 207-685-5521

*"A caring school community dedicated to excellence"*

June 19, 2014

Dear Mr. Pakulski,

Last week at the Readfield Town Meeting, the town attempted to close out a playground account of \$1095 and direct the money to the general fund. As you are aware, the fund was started by donors to put in a playground when the town owned the school but now the property is owned by the RSU. There was an understanding when the funds were established; it was to be used for the Readfield Elementary School playground.

The purpose of my correspondence is to request accessing these funds to use for purchasing bark mulch and repair to our fencing. As you are aware with the economy, funds are limited within organizational budgets. After inquiring cost with Paul Criss, RSU 38 District Facilities and Grounds Supervisor, he indicated the costs as follows:

Bark Mulch (\$500-\$700)

Fencing (\$200)

Thank you for considering my request and I look forward to your response.

Sincerely,

Jeffrey Boston  
Principal

CC: Dr. Wolfrom, Superintendent for RSU 38  
Brigette Williams, Business Manager  
Paul Crisis, Facilities and Grounds Supervisor

JUN 23 2014

Printed by: **Brigette Williams**

Tuesday, July 08, 2014 7:57:23 A

Title: **Re: playground account questions : Maranacook**

Page 1 of :

From: **Brigette Williams** Monday, July 07, 2014 11:34:21 AM 

Subject: Re: playground account questions

To: "Stefan Pakulski" <readfield.tmgr@roadrunner.com>

Cc: "Teresa Shaw" <readfield.finance@roadrunner.com> **Jeff Boston**  
**Donna Wolf**

Attachments: **RSU 38 Final Reorganization Plan.pdf / Adobe Acrobat Document (1.1M)**

Stefan - I really do not have alot of information about the playground fund. I was at all the RSU formation meetings, but I do not remember any discussions about the playground funds. I have attached a copy of the Final Reorganization Plan, which talks about disposition of funds (Pages 8 - 10). There is nothing in there specifically about playgrounds. I am not positive where the funds came from, but I think they were leftover from the construction of the latest playground. I was not involved with the new playground construction - it was completely handled by a playground committee & the Town Office. When we heard there were playground funds available, Jeff Boston & Paul Criss discussed what was needed for the playground. I do not think there is a rush on spending the funds, so this can be discussed at the retreat.

Thanks for working on this.

Brigette

"Stefan Pakulski" <readfield.tmgr@roadrunner.com> writes:

[REDACTED]

|

[REDACTED]

|

[REDACTED]

|

[REDACTED]

|

[REDACTED]

|

*Stefan - for some reason when I reply to you on e-mail it is telling me it is undeliverable. Brigette*

**#15**

# **Mailbox Guidelines**

**review**

## **15. Mailbox Guidelines**

Please see the attached version of the Mailbox Guidelines that are printed each fall in the Messenger to let residents know how to place boxes so the snowplows can avoid them.

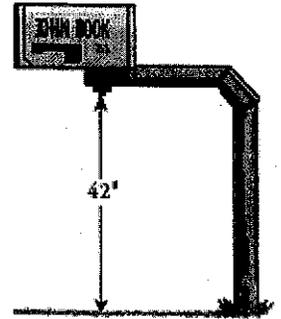
These guidelines are not a policy, per se, but general information for the public. The Town Manager used an initial example from the Town of Saco's public works department in 2005 and redid it with slight changes for Readfield. Similar versions have been used since then, updating contact numbers for the current plow contractor and some language for clarification as needed. The Road Committee and Select Board have not formally reviewed these guidelines.

The guidelines are meant to be mostly practical information, with reference to state law about mailboxes as encroachments in the right of way - so there is no municipal liability for snowplow damages to mailboxes.

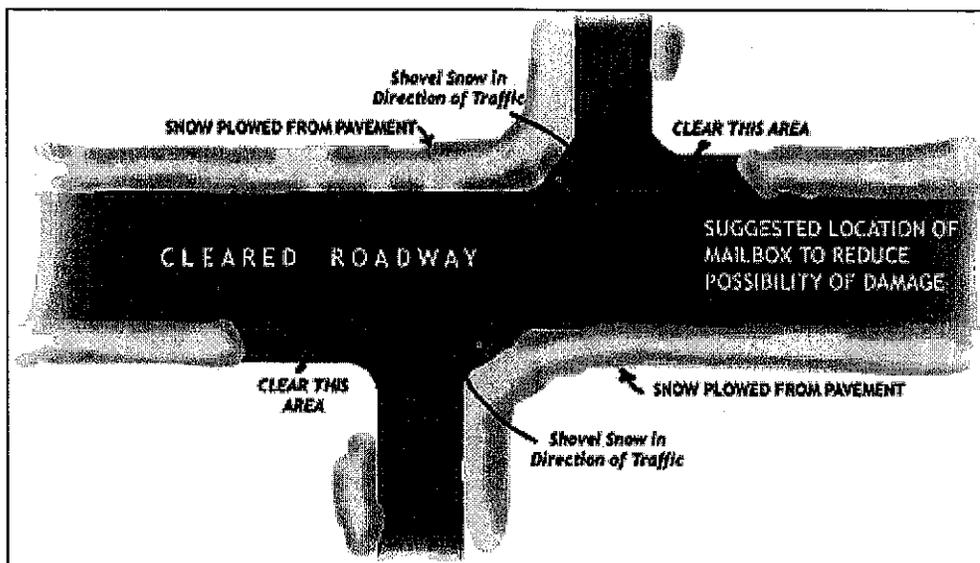
## Mailbox Guidelines – for Winter 2014-15

Readfield's snowplow contractor will take all precautions to avoid striking mailboxes with the wing of the plow. Below are some tips for mailbox placement to help reduce the chances of damage during winter plowing:

- Mailbox post size must not exceed 4" by 4" for a wooden post or 2" diameter for a steel pipe post for roadside barrier safety. Posts that are more substantial in construction are considered "deadly fixed objects" and are not permitted within the Town's right-of-way.
- Mailboxes should be installed at least 42 inches high to provide clearance for the plow wing as shown in the picture. We recommend the use of an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.
- Below you will find a sketch showing the recommended location for your mailbox. Placing the mailbox on the side of your driveway away from approaching traffic will allow our driver to properly clear the roadway and to get as close as possible to your mailbox to minimize the amount of shoveling you will have to do to clear the mailbox for the postal carrier.
- For uncurbed roadways set the mailbox back at the far edge of the road shoulder (at least 3 feet back from pavement edge, when possible) to provide the maximum possible roadway clearance. For curbed roads the face of the mailbox should be 8-12 inches back from the curb face.
- To assist emergency vehicles, please place reflective material on the side of the box visible to approaching traffic with 4" high letters to identify the address.



In the event your mailbox is damaged by the plow we ask you to make any needed temporary repairs. If you are unable to make such repairs on your own please call our Snow Plow Contractor, Steve McGee at 776-8007 or 776-8011 and his crew will attempt to repair or replace the mailbox when time permits. Substantially damaged property will be replaced in the spring with a basic metal mailbox. Newspaper boxes will not be repaired or reset by the Town or plow contractor in any event.



The Town and plow contractor will not replace or reimburse for custom made mailboxes, ornate posts or granite post, etc., or existing mailboxes with rotted posts or in obvious poor existing condition, or any mailboxes that have not been located according to these guidelines. State of Maine law views mailboxes as an encroachment in the public way put there at the owner's risk and municipalities are not legally liable for any damage or repairs to mailboxes due to plowing operations.

**#16**

**Town Office Rental**

**use agreement**

**review**

## **16. Town Office Rental Agreement**

Please see the attached agreement for rental and use of the Town Office/Gile Hall.

The Town Office staff members recommend a detailed review of this agreement and release form to see what changes in substance and format would make sense. Staff members could do this at the direction of the Board, and possibly meet with a subcommittee or Board member prior to bringing the document back to the full Board for review and approval. Detailed work on a revised agreement then could be done outside of a regular Board meeting.

One item that has occurred since the agreement was last revised is the long-term regular use of the 2<sup>nd</sup> floor by a private business. The Select Board set specific terms for that use, but perhaps these terms could be incorporated in the agreement, or at least referred to as an option to negotiate long-term regular use by an individual, business, or organization.

# *Town of Readfield*

## *Asa Gile Hall 2<sup>nd</sup> Floor Use/Rental Agreement*

Asa Gile Hall is an 1832 building owned by the citizens of the Town of Readfield and is the seat of municipal government for the Town and is known as the Town Office. The second floor of the building lends itself for use by government entities, non-profit\*\* organizations and for-profit organizations.

The second floor is one large room and is accessible to the handicapped by means of an elevator and a handicap accessible restroom on the 2<sup>nd</sup> floor. There is also a large stage and a small kitchen facility. Parking is available within the parking lot or along Old Kents Hill Road as well as in the Town-owned lot across Route 17.

The first floor of Asa Gile Hall is used for municipal services and is not available for rental.

The second floor is available for use in order of priority as follows:

- ❖ **Select Board and subordinate boards and committees of municipal government.** The Select Board or one of the subordinate boards or committees may find it necessary to "bump" a non-municipal group that has reserved the second floor space, in the event that the second floor space is needed by them on the date for which it has been reserved by the non-municipal group.
- ❖ **Non-profit\* organizations** whose membership is primarily composed of **Readfield residents.**
- ❖ **Non-Readfield governmental entities.**
- ❖ **Non-profit\* organizations** whose membership is composed primarily of **non-Readfield residents**
- ❖ Organizations or individuals who are **sponsoring a for-profit event.**

An individual or organization, the "user", who reserves the second floor will be responsible for ensuring that the terms and conditions of this agreement are followed and assume liability for any damage done to the building and grounds.

The user agrees to the following terms:

1. The user will be responsible for maintaining a safe environment and will be held liable for unsafe practices that result in litigation. The Town of Readfield will not be liable for any accidents or incidents occurring during the use of Asa Gile Hall except for Town business.
2. The premises may not be used for any illegal purposes.
3. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.
4. Application for use of the second floor is to be made through the Town office.
5. A key for admittance may be secured from the Town office. Asa Gile Hall shall be locked at the conclusion of an activity if the activity for which the second floor is to be used ends after normal Town Office business hours. The key shall be deposited in the mailbox immediately after use. A key that is not returned to the Town Office shall result in a \$10 fee plus any costs, which might result from

# *Town of Readfield*

## *Asa Gile Hall 2<sup>nd</sup> Floor Use/Rental Agreement*

- re-keying the building. The Town Office will not give out a key over night to any organization or individual.
6. The user shall be responsible for immediately returning the second floor to the same condition it was in prior to its use.
  7. The user shall not puncture the walls and wooden surfaces of the second floor in any way by the use of thumbtacks, tape or other objects or in any other way deface or mar the building or grounds.
  8. The user shall pay the rental fee, if any, and complete the "Agreement for Use of Asa Gile Hall" at the time the second floor is reserved. In the event the scheduled activity is canceled or another priority takes precedence for the use of the second floor, the rental fee shall be returned.
  9. Smoking is prohibited in Asa Gile Hall.
  10. Alcohol of all types is prohibited on Town premises.
  11. As per fire code, a 99-person limit max is allowed without tables; a 49-person limit max is allowed with tables.
  12. As a condition for using the second floor of Asa Gile Hall, all users shall sign a Release and Indemnification for Liability on Town of Readfield Property.

The fees for renting the second floor of Asa Gile Hall shall be as follows:

1. Select Board and other municipal boards and committees of the Town of Readfield: free.
2. Non-profit\* organizations whose membership is composed mostly of Readfield residents: free.
3. Non-Readfield governmental entities: free
4. Non-profit \* organizations whose membership is composed mostly of non-Readfield residents: \$25 per four hours; \$50 per eight hours or longer per day. \*\*
5. Organizations or individuals who intend to charge admittance and earn a profit: \$50 per four hours; \$100 per eight hours or longer day.\*\*
6. Non-resident applicants may be approved at the discretion of the Town Manager or his designee.

\* "Non-profit" shall mean organizations that either make no charges, or cover only out of pocket expenses.

\*\* Waiver of fees for use of Asa Gile Hall may be made at the discretion of the Town Manager or designee.

# Town of Readfield

## Asa Gile Hall 2<sup>nd</sup> Floor Use/Rental Agreement

Non-Profit Organization Name: \_\_\_\_\_

<u>    </u> <i>Mun. Bd/Comm</i>	<u>    </u> <i>Non Prof/Read Res</i>	<u>    </u> <i>Non Prof</i>	<u>    </u> <i>Govt.</i>	<u>    </u> <i>Profit</i>
<i>Free</i>	<i>Free</i>	<i>\$25/4 Hrs-</i>	<i>Free</i>	<i>\$50/4 Hrs</i>
		<i>\$50/8 Hrs+</i>		<i>\$100/8 Hrs+</i>

Contact Person for said Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Tel #: \_\_\_\_\_  
Date Requesting: \_\_\_\_\_ Time: \_\_\_\_\_

Brief description of event/use: \_\_\_\_\_

*I have been provided with/read and understand the Agreement/Use Guidelines and agree to abide by all said guidelines/restrictions.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# **Town of Readfield**

## **Asa Gile Hall 2<sup>nd</sup> Floor Use/Rental Agreement**

### **Release and Indemnification for Liability on Town Property**

*In consideration of the Town of Readfield, Maine permitting the undersigned to use or occupy Asa Gile Hall (2nd floor), for the following purpose: \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, activities during the undersigned's use of the premises as above described.*

*The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officials, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless therefrom, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.*

*The undersigned hereby acknowledges that he or she has read and understands this release and indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

For: \_\_\_\_\_

Before me, \_\_\_\_\_

Witness Signature

**#17**

**Beach Rental**

**Agreement**

### **17. Beach Rental agreement**

Please see the attached indemnity release form and use agreement for Readfield Beach, as approved by the Recreation Association Board of Directors.

Any suggested changes or updates could be reviewed with the Recreation Association.

## Readfield Beach Event Reservations Form

(A Readfield Beach permit is required for all reservations during the season)

Sponsoring Person/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Readfield Resident: Y / N If not, town and state: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**In the event of rain you will have the option of rescheduling to an available date. No refund will be given.**

Rain date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Type of Function: \_\_\_\_\_

(Private parties, Birthday parties, weddings, school outings, Etc.)

	<b>MEMBERS</b>	<b>NONMEMBER</b>
A. Parties of 1-10 people	\$20 user fee	\$60 user fee
B. Parties of 11-25 people	\$30 user fee	\$70 user fee
C. Parties of 26-50 people	\$50 user fee	\$90 user fee

- The full amount should be paid in full at time of reservation
- Cancellation of the event, other than rain, within one week prior to the schedule event will result in the forfeit of the deposit amount.
- **All people involved in the event must adhere to the beach rules.**
- **Any costs associated with clean up will be billed to the responsible party.**

SIGNATURE CONFIRMS THAT THE INFORMATION GIVEN IS CORRECT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Readfield

## Release and Indemnification For Liability on Town Property

In consideration of the Town of Readfield, Maine permitting the undersigned to use or occupy Readfield Town Beach, for the following purpose: \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, the sale, service, use or possession, lawful or otherwise

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officials, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification and that it constitutes neither permission for nor foreknowledge of the unlawful sale, service, use or possession of alcoholic beverages on the premises, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

For: \_\_\_\_\_

Before me,

\_\_\_\_\_  
Witness Signature

**#18**

**Other**

**(if needed)**

**#19**

**Members of the  
public may address  
the Select board**

# **#20 Executive Session**

**Update on status**

**of bargaining**

**unit legal**

**discussions**

**FYI**



**MEMORANDUM**

RECEIVED  
JUL 10 2014

**To: Municipal Treasurer**

**From: Brad Jackson, Executive Director  
KRDA – FirstPark**

**Subject: Municipal Valuations and Assessment**

**Date: July1, 2014**

\*\*\*\*\*

Please find enclosed a spreadsheet entitled “Municipal Valuations, Shares and Assessments 2014-2015” that lists your community’s total assessment for 2014-2015 (green column). At least one half of this amount is due by December 15, 2014 and the remainder by June 15, 2015. Please use these figures as you plan your upcoming municipal budget.

**MUNICIPAL  
VALUATIONS, SHARES AND ASSESSMENTS  
2013-2014 and 2014-2015**

**A**

**B**

**Budget July 1, 2013 to June 30, 2014**

**Budget July 1, 2014 to June 30, 2015**

Towns	2013		2013-14		2013-14		2013-14		Towns	
	\$ Valuations	% Share	KRDA Budget	Municipal Assessment	2014	2014-15	2014-15			
Anson	127,350,000	2.100237%	\$587,000	\$12,328.39	124,000,000	2.061270%	\$587,000	\$12,099.65	Anson	(\$228.74)
Benton	164,900,000	2.719507%	\$587,000	\$15,963.50	172,800,000	2.872479%	\$587,000	\$16,861.45	Benton	\$897.95
Canaan	111,750,000	1.842965%	\$587,000	\$10,818.20	112,950,000	1.877584%	\$587,000	\$11,021.42	Canaan	\$203.22
China	398,800,000	6.576951%	\$587,000	\$38,606.70	388,650,000	6.460585%	\$587,000	\$37,923.63	China	(\$683.07)
Clinton	175,550,000	2.895145%	\$587,000	\$16,994.50	179,850,000	2.989673%	\$587,000	\$17,549.38	Clinton	\$554.88
Cornville	82,200,000	1.355630%	\$587,000	\$7,957.55	80,959,000	1.345793%	\$587,000	\$7,899.81	Cornville	(\$57.74)
Fairfield	366,300,000	6.040966%	\$587,000	\$35,460.47	367,650,000	6.111499%	\$587,000	\$35,874.50	Fairfield	\$414.03
Farmingdale	190,750,000	3.145821%	\$587,000	\$18,465.97	188,150,000	3.127645%	\$587,000	\$18,359.27	Farmingdale	(\$106.70)
Gardiner	333,250,000	5.495910%	\$587,000	\$32,260.99	326,350,000	5.424963%	\$587,000	\$31,844.53	Gardiner	(\$416.46)
Hartland	119,550,000	1.971601%	\$587,000	\$11,573.30	116,450,000	1.935765%	\$587,000	\$11,362.94	Hartland	(\$210.36)
Manchester	301,200,000	4.967346%	\$587,000	\$29,158.32	301,450,000	5.011047%	\$587,000	\$29,414.85	Manchester	\$256.52
Norridgewock	168,800,000	2.783825%	\$587,000	\$16,341.05	173,200,000	2.879129%	\$587,000	\$16,900.49	Norridgewock	\$559.43
Oakland	490,450,000	8.088429%	\$587,000	\$47,479.08	490,100,000	8.147003%	\$587,000	\$47,822.91	Oakland	\$343.83
Palmyra	116,750,000	1.925424%	\$587,000	\$11,302.24	119,900,000	1.993115%	\$587,000	\$11,699.59	Palmyra	\$397.35
Pittsfield	244,900,000	4.038855%	\$587,000	\$23,708.08	236,400,000	3.929711%	\$587,000	\$23,067.41	Pittsfield	(\$640.67)
Readfield	268,550,000	4.428887%	\$587,000	\$25,997.57	264,850,000	4.402640%	\$587,000	\$25,843.50	Readfield	(\$154.07)
Rome	294,550,000	4.857675%	\$587,000	\$28,514.55	289,700,000	4.815725%	\$587,000	\$28,268.31	Rome	(\$246.25)
Saint Albans	151,650,000	2.500990%	\$587,000	\$14,680.81	152,650,000	2.537523%	\$587,000	\$14,895.26	Saint Albans	\$214.45
Sidney	372,750,000	6.147338%	\$587,000	\$36,084.88	371,500,000	6.175498%	\$587,000	\$36,250.17	Sidney	\$165.30
Smithfield	112,400,000	1.853684%	\$587,000	\$10,881.13	113,150,000	1.880909%	\$587,000	\$11,040.93	Smithfield	\$159.81
Solon	90,400,000	1.490864%	\$587,000	\$8,751.37	88,250,000	1.466993%	\$587,000	\$8,611.25	Solon	(\$140.12)
Starks	34,000,000	0.560723%	\$587,000	\$3,291.44	34,000,000	0.565187%	\$587,000	\$3,317.65	Starks	\$26.20
Waterville	771,800,000	12.728412%	\$587,000	\$74,715.78	757,300,000	12.588707%	\$587,000	\$73,895.71	Waterville	(\$820.07)
Winslow	575,000,000	9.482815%	\$587,000	\$55,664.13	565,450,000	9.399557%	\$587,000	\$55,175.40	Winslow	(\$488.73)
<b>Total</b>	<b>6,063,600,000</b>	<b>100%</b>	<b>\$587,000.00</b>	<b>\$587,000.00</b>	<b>6,015,709,000</b>	<b>100%</b>	<b>\$587,000.00</b>	<b>\$587,000.00</b>	<b>\$0.00</b>	

Decrease from 2012-2013 = -1.56%  
Decrease from 2013-2014 = -0.79%

Net Increase  
(Decrease)

ANGUS S. KING, JR.  
MAINE

359 DIRKSEN SENATE OFFICE BUILDING  
(202) 224-5344  
Website: <http://www.King.Senate.gov>

# United States Senate

WASHINGTON, DC 20510

COMMITTEES:  
ARMED SERVICES  
BUDGET  
INTELLIGENCE  
RULES AND ADMINISTRATION

June 19, 2014

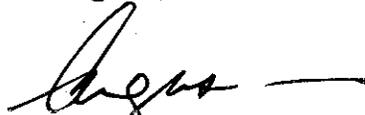
Sue Reay  
Chair of the Select Board  
Town of Readfield  
8 Old Kents Hill Rd.  
Readfield, ME 04355

Dear Readfield Select Board,

I am writing to update you with information I received from FEMA in response to my inquiry on behalf of the Town of Readfield and the several other Maine municipalities about FEMA's Snow Assistance and Severe Winter Storm Policy DAP9523.1. I have attached a copy of their response for your consideration. In addition to my formal letter to the agency asking for their comment on the Readfield Select Board's resolution, my staff joined a phone call with FEMA, other Maine delegation staffers, and interested parties in Maine—including the Maine Emergency Management Agency (MEMA). The phone call imparted information similar to what is contained in FEMA's letter: definitions used in disaster declarations are codified in federal law, which FEMA's policies must adhere to.

As indicated in FEMA's response, the concerns raised in the resolution have been forwarded to a team on their staff assigned to review the policy in question. I will keep you informed of any additional information I receive from FEMA on this matter as I receive it. I hope you find the attached letter useful.

Best Regards,



ANGUS S. KING, JR.  
United States Senator

ASK/pb

If you're ever in Washington D.C. when the Senate is in session, please stop by my Capitol Coffee hour from 9-10 AM on Wednesdays in Dirksen 359.

AUGUSTA  
4 Gabriel Drive, Suite F1  
Augusta, ME 04330  
(207) 622-8292

PRESQUE ISLE  
169 Academy Street, Suite A  
Presque Isle, ME 04769  
(207) 764-5124

SCARBOROUGH  
383 US Route 1, Suite 1C  
Scarborough, ME 04074  
(207) 863-1588

MAY 28 2014



**FEMA**

The Honorable Angus S. King, Jr.  
United States Senate  
Washington, DC 20510

Dear Senator King:

Thank you for your letter of May 12, 2014, to the Department of Homeland Security's Federal Emergency Management Agency (FEMA), transmitting resolutions from the governing bodies of several towns in Maine seeking an amendment to FEMA's Disaster Assistance Policy Snow Assistance and Severe Winter Policy DAP9523.1. The concerns raised in the resolutions have been forwarded to a team of FEMA staff assigned to review this policy.

This matter emanates from severe winter storms during the period December 21, 2013, to January 1, 2014, for which the Governor of Maine requested a major disaster declaration. The request for Public Assistance for 16 counties and Hazard Mitigation statewide was denied on March 12, 2014, because it was determined that this event was not of such severity and magnitude as to be beyond the capabilities of the State and affected local governments. The State of Maine did not appeal this determination.

Subsequently, we understand that more than 100 towns in Maine have adopted similar resolutions disagreeing with FEMA's interpretation of DAP9523.1, and stating their belief that this policy has unintended negative consequences, particularly for ice storms in northern states. They further stated that the policy is in conflict (inconsistent) with provisions of other FEMA policies that provide funding for road clearing and maintenance in other types of disasters. FEMA will consider these points as part of the policy review. Any changes to policy must be in compliance with the provisions of the Code of Federal Regulations, 44 CFR § 206.227 Snow Assistance, which reads, "Emergency or major disaster declarations based on snow or blizzard conditions will be made only for cases of record or near record snowstorms, as established by official government records. Federal assistance will be provided for all costs eligible under 44 CFR 206.225 for a specified period of time which will be determined by the circumstances of the event."

I hope this information is helpful. Should you have further questions, please have a member of your staff contact FEMA's Congressional Affairs Division at (202) 646-4500.

Sincerely,



Brad J. Kieserman  
Assistant Administrator  
Recovery Directorate



# Maine Municipal Association

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

RECEIVED  
JUL 10 2014

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Chris Lockwood, MMA Executive Director

DATE: July 8, 2014

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 15, 2014 by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2015 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 7. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 15. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Peter Nielsen.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Friday, August 15, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 1, at 1:45 p.m., at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2015.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.

**MAINE MUNICIPAL ASSOCIATION  
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2015**

**MMA VICE PRESIDENT (1-Year Term)**

**STEPHAN BUNKER**

- 45 +years in public sector @ federal/military, state, county, municipal & school district levels
- Retired, State Service, Maine Dept. of Public Safety & E911 Bureau (25 years)
- Selectman, Town of Farmington, (20 + yrs); Chair (2009-March 2013); re-elected March 2014)
- Maine Municipal Association Executive Committee, Member (2007 – March 2013);  
MMA Vice President 2012; MMA President (January – March 2013)
- Maine Municipal Association Strategic & Finance Committee (2008 – March 2013)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2007 – March 2013)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2007 – March 2013)
- Member, Franklin County Elected Officials Association
- Past Member, Franklin County Budget Committee (8 + years)
- Past Member, Citizen's Budget Committee, (10 yrs) 5 as Chairman
- Past Member, SAD#9/SAD#58 School Consolidation Planning Committee
- Current member, Farmington Fire & Rescue Department (35 + years)
- Past President, Franklin County Firefighters Association
- Governor Appointee, Maine Fire Protection Services Commission (6 + yrs)
- At Large Appointee, DOL Commission for the Deaf, Late Deafened & Hard of Hearing(6+ years)
- Municipal Government Rep., Maine E911 Advisory Council (first year)
- Governor Appointee, Maine Fire Protection Services Commission (6+ years)
- Adjunct Instructor – Maine Fire Training & Education, SMCC (25 yrs)
- Active duty, US Army Military Police Specialist, K-9s (3 yrs)
- US Coast Guard Reserves, Environmental protection & maritime casualty investigations, retired as Lt. Commander (23 yrs)
- Former Emergency Medical Technician-Basic (10 years)
- Police Officer, Town of Farmington PD (1972-74) full time
- Staff, Maine Criminal Justice Academy – Waterville (4 years)
- Juvenile Crisis Counselor, SAD # 9 Farmington (2 years)
- Emergency Dispatch/Corrections Supervisor, Franklin County (3 years)
- Executive Director, Maine Sheriffs Association, (3 years)
- Masters in Adult Education, University of Maine, Orono (1977)
- Bachelors of Science in Criminal Justice, minor in Sociology, University of Maine, Orono (1974)
- Associate Degree, Law Enforcement Technology, Southern Maine Technical College (1972)

**MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)**

**CYNTHIA MEHNERT**

- Council Member, Town of Orono (2008 – Present) (Council Chair, April 2014)
- Chair of Community Development Committee (2009 – present)
- Town Liaison, Orono Village Association (2009 – present)
- Chair, Finance Committee (2008 – 2009)

## CYNTHIA MEHNERT (*continued*)

- Special Appointment to Intergovernmental Committee for coordinating Local Government/University operational relations;
- Special Appointment to redevelopment committee for Katahdin property located in downtown Orono
- Interviewed, evaluated and selected new Town Manager
- Budget review and implementation
- Ordinance review and adoption
- Strategic planning for Town's future
- Managing Partner, Hawkes & Mehnert, LLA, Bangor (1991 – 2001; 2005 – Present)
- Hadlock Law Office, Framingham, MA (2002 – 2005)
- Linda Gifford Law Office, Augusta, ME (1990 – 1991)
- Sanborn, Moreshead, Schade & Gifford, Augusta, ME (1989 – 1990)
- Rosen, Crosson, McGlynn & Resnek, Boston, MA (1985 – 1989)
- Board of Bar Overseers Grievance Committee (2012-2015)
- Chief of Staff for US Senatorial Campaign
- Chairperson, Board of the Maine Women's Lobby
- Special Counsel to the Legal Services for the Elderly
- Candidate for State Representative – District 19
- Katahdin Counsel Recognition Award, 2012, 2013
- Recognition Award, Volunteer Lawyers Project of the Maine State Bar Association for Pro Bono Legal Service
- Very high rating for legal and ethical standards by peer evaluation for Martindale & Hubbell
- Bar Admission - Federal District Court for the District of Maine
- Bar Admission - Federal District Court for the District of Massachusetts
- Suffolk Law School, Boston MA (1983 – 1986)
- BA Major in Government, Colby College, Waterville ME (1979 – 1983); Captain, Women's Varsity Soccer Team; Team member, Women's Varsity Ice Hockey Team

## LAURIE SMITH

- Town Manager, Town of Kennebunkport (2014 – present)
- Maine Municipal Association Executive Committee, Member (2012 – present)
- Maine Municipal Association Strategic & Finance Committee (2012 – present); Chair (2014)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2012 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2012 – present)
- Town Manager, Town of Wiscasset (2010 – 2014)
- Assistant Manager/Community Relations/Finance Director, City of Auburn (2005– 2010)
- Interim City Manager, City of Auburn (2007 –2008)
- Acting Finance Director, City of Auburn (2004 – 2005)
- Town Manager, Town of Boothbay Harbor (1994-1999)
- Town Manager, Town of Oxford (1991-1994)
- Town Manager, Town of Boothbay (1988-1989)
- Maine Town & City Management Association, Member (1989-present); Board member (2000-2005); President (2003-2004)
- Paralegal, various law firms in Portland, Maine (1986 – 1988)
- University of Maine, Orono, Public Administration, B.A. (1986)
- Continuing education and professional development through University of Maine, Maine Municipal Association, Maine Town & City Management Association, Maine Local Roads Center and International City Management Association (1988 – 2008)

## PATRICIA SUTHERLAND

- Member, Chapman Selectboard, re-elected in 2014 for fourth 3-year term. Currently serving third year as board chair.
- Former member, Chapman planning board, for 20 years. Served as chair.
- Former member, Maine School Administrative District #1 Board of Directors, 1976 -1983; elected chair.
- Elected as member of Maine House of Representatives, Maine State Legislature, 123rd and 124th Legislature. Served on education committee first term and selected as House chair on education committee for second term.
- Senior administrator at Northern Maine Community College; retired after 20 years as director of development & college relations. Member of national board of community college development professionals, chaired the New England region. Served as presenter at numerous regional and national conferences.
- Former high school English teacher
- Member of Executive Board, Northern Maine Development Commission, since 1990. Served as chair in 1995-1997. Chaired the Northern Maine Empowerment Council.
- Member, Local Workforce Investment Board for Aroostook and Washington counties.
- Member, Board of Directors, United Way of Aroostook
- Member, Presque Isle Kiwanis Club
- Member, Leaders Encouraging Aroostook Development (LEAD) since inception in 1986. Served as coordinator/secretary to the board from 1986-2004.
- Native, Town of Chapman
- Graduate of Saint Joseph's College, Standish; Bachelor of Arts in English



**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 15, 2014*

**VICE-PRESIDENT - 1 YEAR TERM**

**Vote for One**

**Proposed by MMA Nominating Committee:**

**Stephan Bunker, Selectman, Town of Farmington**

**DIRECTORS - 3 YEAR TERM**

**Vote for Three**

**Proposed by MMA Nominating Committee:**

**Cynthia Mehnert, Councilor, Town of Orono**

**Laurie Smith, Town Manager, Town of Kennebunkport**

**Patricia Sutherland, Chair of Selectboard, Town of Chapman**

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

**Date:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers**

**Current # of Municipal Officers:** \_\_\_\_\_

**Print Names:**

**Signatures:**

\_\_\_\_\_  
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\_\_\_\_\_  
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**Return To:**

**MMA Annual Election**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**FAX: (207) 626-3358 or 626-5947**  
**Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)**