

**Readfield Select Board**

**Meeting for**

**Sept. 22, 2014**

**Readfield Select Board  
Regular Meeting  
Agenda**

**September 22, 2014**

**Location: Town Office**

**Meeting Starts: 6:30 PM**

**Pledge of Allegiance**

1. **Minutes:** Select Board meeting minutes of September 8, 2014
2. **Warrant:** 6 – 5 minutes

**Communications – 40 minutes**

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

**Appointments/Reappointments – 5 minutes**

6. None pending.

**Unfinished Business:**

7. Select Board Liaison Policy – 3rd reading – 10 minutes
8. Select Board retreat report – 10 minutes
9. Road maintenance spending guidance – 10 minutes

**New Business:**

10. Trails: naming proposal and tour date – 10 minutes
11. Overtime totals and categories – 10 minutes
12. Road project tracking spreadsheets: Allen Curtis – 10 minutes
13. Transfer Station wood piles RFP – 5 minutes
14. Cemetery walls repair RFP – 5 minutes
15. Other (if needed)

**Public Communications – 15 minutes**

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

**Executive Sessions**

17. Labor negotiations update (if needed)
18. Personnel: Town Manager quarterly review

**Adjournment**

#1  
MMS

# Town of Manchester - SELECTBOARD

MINUTES

9/8/2014

6:37 PM

TOWN OFFICE CONFERENCE ROOM

SELECTMEN PRESENT	Sue Reay, Valerie Pomerleau, Allen Curtis, Thomas Dunham
MEMBERS ABSENT	P. Greg Durgin
TYPE OF MEETING	Selectboard
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager-Stefan Pakulski, Gene Carbona, John Parent, Carrie & Charlie

**AGENDA TOPICS**

MINUTES  
7/28/2014

MOTION	Motion by Chairman Reay to reopen the minutes from 07/28/2014 as accepted.
SECOND	Seconded by Selectman Curtis
DISCUSSION	Two of the attendees that were listed on the minutes were not at the meeting; Grace
PASS/FAIL	Motion passes: 4-0
MOTION	Keene off of the attendees portion of the meeting.
SECOND	Seconded by Selectman Curtis
DISCUSSION	None
PASS/FAIL	Motion passes: 4-0

MINUTES  
8/25/2014

DISCUSSION	1	Selectman Pomerleau stated that she was misinterpreted on item # 13.
	2	meeting time with funded process that she would be more than willing to meet with
	3	weren't important enough to have discussions with.
	4	Strike the last sentence from item #13 and replace with wording on the tape.
MOTION	Motion by Selectman Curtis to accept minutes of 08/25/14 as amended.	
SECOND	Seconded by Selectman Pomerleau	
PASS/FAIL	Motion passes: 4-0	

MINUTES  
8/27/2014

DISCUSSION	learned much about the budget process.
MOTION	Motion by Selectman Pomerleau to accept the minutes of 08/27/2014 as written.
SECOND	Second by Selectman Dunham.
PASS/FAIL	Motion passes: 4-0

WARRANT  
#5

DISCUSSION	1	Selectman Curtis recapped the warrant expenditures that totals \$307,461.37.
	2	Selectman Curtis would like the Board to address the Treas. State of Maine (DEP) the Board is going to have to make a decision tonight if the town will accept and allow Town Manager to sign for that.
	3	Trails that were flooding this past winter has drainage improvement to be done.
	4	The Town would have to have a Permit By Rule by DEP to have this work done.

MOTION	Motion by Selectman Curtis to accept Warrant #5 in the amount of \$307,461.37.
SECOND	Second by Selectman Pomerleau
	It had come to the attention of the Board of Selectman that the warrant presented at the meeting this evening states "WARRANT 12".
MOTION	Chairman Reay would like to amend to pay out 307,251.37 and remove \$210 from the Bernstein, Shur, Sawyer and Nelson line.
SECOND	Second by Selectman Dunham
DISCUSSION	none
PASS/FAIL	on the amendment passes: 4-0.

**SELECTBOARD COMMUNICATIONS**

	purchased to help bring jobs to Readfield.
	September 9, 2014 - Select Curtis and Selectman Dunham will be attending Kennebec Emergency Management.
	September 10, 2014 - Selectboard Workshop at 4:30.
	September 17, 2014 - Emergency Operations Plan at the RSU from 4 pm - 10 pm
	October 16, 2014 - Budget Committee at 5:30.
DISCUSSION	Why did the \$84 per ton carry forward thru 2016 and is there anything that shows the dates of when the roads were done?
	Per the Town Manager that is the current rate per ton for asphalt.
	Per the Town Manager there is a notes section that does not print with the report. If the Board would like to view those they may do so at the town office.
	There are approx. 29 - 30 miles of town roads. The town plows approx. 34 miles.
	Why did the \$84 per ton carry forward thru 2016 and is there anything that shows the dates of when the roads were done?
	Per the Town Manager that is the current rate per ton for asphalt.
	Per the Town Manager there is a notes section that does not print with the report. If the Board would like to view those they may do so at the town office.
	Selectman Curtis infomed the Board that he had not completed the road spreadsheet and will try and have it available at the next meeting.
	There are approx. 29 - 30 miles of town roads. The town plows approx. 34 miles.
	course, but noted that he also has to take the 700 course as well.
	Selectman Pomerleau informed the Board of the MMA response to the freezing of the Over Time for employees.
	MMA recommends that the question of freezing Over Time be forwarded to an attorney who specializes in labor relations.
MOTION	
SECOND	
PASS/FAIL	

**TOWN MANAGER**

	Mr. Pakulski informed the Board that Robert Stone of Androscoggin Bank is retiring and that Jason Simcock will be replacing him.
	Phase Converters were sold to Mr. Gerry Mason for the amount of \$800 total.
	Mr. Pakulski has not reconveened with Selectman Dunham regarding the repairs at the library.
	John Cushing has begun work on Chase Road and also will be doing the curbing.

DISCUSSION	4	McGee Construction will be bringing a pulp truck to take care of the brush from the ice storm this week.
		D.R. Caron will begin shoulder work in a few weeks.
		Will meet with Grip Wet for the crack sealing contract this week.
		Pike will begin with the paving once all the maintenance work is done
	5	The transfer station gate was left open all weekend.
		It looked like the links in the chain were cut and relocked with a different padlock.
	6	EOP Committee will meet on September 10th at 3 pm for the September 17th meeting at the high school.
		Selectman Curtis asked the Mr. Pakulski is John Cushings rates would push the budget to having to ask the town for the money at a later date.
	7	What would the Board like to do in the event that the work being done by John Cushing begins to go over budget?
		contractor thought the project would go over budget that they were to inform the Board of that .
		The library submitted a list of items that they would like to sell along with prices.
		Railing was fixed but the handicap ramp railing needs repair.
		Light is out in the parking lot.
	8	The drop box needs to be repaired.
	The Friends of the Readfield Library have submitted their paperwork to the Federal Government and are awaiting postive notification.	
	Mr. Pakulski informed the Board that it is up to them to authorize the disposal and/or sale of items is at their discretion.	
	Selectman Curtis suggested that the items be posted on the web site and allow any one to bid or pay for an item to dispose of it. If the items aren't disposed of where will they be stored?	
9	Chairman Reay reminded Mr. Pakulski that the snowplow bond is due 10/01.	

**BOARDS/COMMITTEES  
COMMISSIONS/DEPARTMENTS**

	1	Chairman Reay wants to thank the Trails Committee for all their hard work.
		John Parent, member of the Budget Committee and the Road Committee came forward to speak to the Board.
		last Selectboard meeting and discussed paving and maintenance issues while trying to put everything in line with the budget.
		The Road Committee made recommendations to the Board and three of the members of the Board voted to spend the extra money anyway, and would take it out of carry forward.
		Mr. Parent reminded the Board that if they ask the residents at town meeting to approve spending the amount they overspend now and it is defeated. Where will the money come from in that case?
		The last three (3) years there have been no monies being put back into the carry forward account line items.
	2	Mr. Parent was told by the auditors that the carry forward account was approximately \$200,000 less than recommended.
		Road Maintenance budget plus the carry forward will not last long if recommendations by the committee are not taken.

DISCUSSION		Chairman Reay was told by the auditors that the Board is authorized to take the monies out of carry forward account whether or not it is voted down at town meeting, except for special accounts designated otherwise.
		Selectman Curtis stated that the Board approved the repair of more roads than what the Road Committee recommended.
		The members of the Road Committee are all experienced members in their fields and most have been members for many years. The Committees recommendations should be followed.
		Selectman Dunham has asked for a detailed accounting of the monies spent on road work and has also not seen a budget accounting. He was informed that the information was just released today and in his mailbox.
	3	Comments that are made in general should be explained so that wrong impressions aren't made.
	4	The Town did receive \$700,000 but unfortunately it was not enough to do everything that needed to be done. That is why the Town is having to ask the taxpayers for money to finish the projects.
	5	Mr. Reay was asked by Chairman Reay to apologize to the entire Board and Residents for his behavior and language at the last meeting. Mr. Reay did apologize.
	6	Mr. Reay asked the Board if the Old Kents Hill Road was supposed to be paved completely up until just before the last Board of Selectmans Meeting. Selectman Reay explained that the Road Committee came back with a different recommendation of paving from Rt. 17 to the dam.

**APPOINTMENT  
CARRIE KNIGHT**

DISCUSSION	1	Anyone who is willing to volunteer in their Town is an asset. Selectman Curtis stated that "It Takes a Community to Raise it's Kids".
MOTION		Recreation Board beginning 08/11/2014 - 06/30/2016.
SECOND		Seconded by Selectman Curtis.
PASS/FAIL		Motion passes: 4-0

**SELECTBOARD LIAISON POLICY**

DISCUSSION	1	NONE
MOTION		Motion by Selectman Curtis to accept the Board of Selectmen Liaison Policy as drafted.
SECOND		Seconded by Selectman Dunham.
DISCUSSION		Selectman Dunham would like to change the "All" in "Attend All Meetings", to "Attend Committee Meetings according to the Appointments & Procedures Manual".
MOTION		Selectman Curtis withdraws previous motion until next meeting.

**OUT OF ORDER  
DAUGHTERS OF THE REVOLUTIONARY WAR**

MOTION		Chairman Reay made a motion to take item #9 out of order.
SECOND		Seconded by Selectman Dunham
PASS/FAIL		Motion passes: 4-0
	1	Third year in a row that the Town of Readfield has Made this Proclamation of Constitution Week.

DISCUSSION	2	This years theme is the 19th Amendment.
	3	This is the 50th Anniversary of the Vietnam War.
	4	09/21/2014...the Cushnoc Chapter is going to have an unveiling at Capital Park at the Vietnam War Memorial. ALL VETERANS SHOULD ATTEND!
	5	There is an Essay Contest at middle schools every year for those who are interested.
MOTION		
SECOND		
PASS/FAIL		

**MARANACOOK LAKE OUTLET DAM  
RFP**

DISCUSSION	1	Representatives were not available at the meeting.
	2	The Request For Proposals are always Public Meeting. A member of the committee and the Town Manager.
	3	Chairman Reay asked if the bids come in are for large sums of money is the Town not going to pay until the end of the project?
	4	The project is approximately \$25,000. It is a two part project. The first phase will be much less than half of the total.
	5	Included in this is an amount of \$400,000 for insurance, and possibly may drive some contractors to raise their bid prices in order to cover the high cost of the insurance.
	6	Mr. Pakulski was impressed with the cooperation of the Town of Winthrop and recommends the project.
MOTION		Motion by Selectman Curtis to accept the proposal as written for the Maranacook Lake Hydrology Study and approve the RFP.
SECOND		Second by Chairman Reay.
PASS/FAIL		Motion passes: 4-0

**PERMIT BY RULE**

DISCUSSION	1	none
MOTION		Motion by Chairman Reay to allow the Town Manager to sign and send the Permit by Rule for the Fairground Complex.
SECOND		Seconded by Selectman Curtis.
DISCUSSION		
MOTION		Motion passes: 4-0

**PETITION FOR TOWN  
BUDGET REFERENDUM VOTE**

DISCUSSION	1	Public Hearings will be held on 09/29 and 10/27 at 6 pm at the town office.
	2	Ask the petitioners for the framework of the question.
	3	The vote would be put in front of the voters on 11/04.
	4	There isn't much time to make decisions due to mandatory dates regarding the petition/election process.
	5	If the question is not put on the November 2014 ballot there will have to be a special election which costs money.

MOTION	1	Motion by Selectman Curtis to add a referendum question on the November 4, 2014 ballot stating the information on the petition received to have a secret ballot referendum. "Shall the Town of Readfield, beginning with the 2015 Warrant Article Voting June 9, 2015 polls submit all warrant articles to the voters of the Town in a format of a secret ballot referendum question(s), rather than town meeting, and to keep the polls open from 8 a.m. - 8 p.m. on June 9, 2015, when said article or articles are voted upon?"
SECOND		Second by Selectman Pomerleau.
PASS/FAIL		Motion passes: 4-0
MOTION		Motion by Selectman Dunham that he and Selectman Pomerleau to research the petition/election process.
SECOND		Second by Selectman Pomerleau.
PASS/FAIL		Motion passes: 4-0

**WINTHROP AMBULANCE SERVICE  
CONTRACT RENEWAL**

DISCUSSION	1	The contract increased from last year by \$.50 per resident
MOTION		Motion by Chairman Reay to allow the Town Manager to sign the contract presented.
SECOND		Second by Selectman Pomerleau.
DISCUSSION	1	Selectman Curtis would like to know how the overage will be coming out of the budget? He would like to see that come out of another line item within the category.
	2	The line will only be over by \$184.
PASS/FAIL		Motion passes: 4-0

**PUBLIC HEARING DATES**

MOTION		Petition for 09/29/2014 @ 6 pm and 10/27/2014 @ 6 pm.
SECOND		Second by Selectman Pomerleau.
DISCUSSION	1	Selectman Dunham would like to be sure that the public hearings will be replayed for the residents, so that there is as much exposure as possible to the issue.
	2	and that the Public Hearings are advertised in the Messenger as well as any other means
PASS/FAIL		Motion passes: 4-0

**TAKEN OUT OF ORDER  
#13 BEAR RESOLUTION**

DISCUSSION	1	Chairman Reay wants everyone to be clear that she does not allow political format to take place in the Selectmen's Meetings.
	2	Chairman Reay asked her Board Members how they feel about him speaking.
	3	By allowing the resident to speak...is the Board of Selectmen violating the Communications Policy.
	4	Chairman Reay called other Towns to see what they were doing and some towns are signing resolutions against the upcoming Bear Baiting Resolution.
	5	If the Board allows him to speak they will be setting a new precedent.
	6	Inland Fisheries needs to be invited to speak.

	7	The Board will research this issue then will meet at the next meeting and will decide whether or not to proceed.
MOTION		
SECOND		
PASS/FAIL		

**MMA CONVENTION**

DISCUSSION	1	
MOTION		Motion by Selectman Reay to designate Selectman Curtis as the official voting delegate and Selectman Pomerleau as alternate for Readfield at the MMA Annual Business Meeting
SECOND		Second by Selectman Dunham.
PASS/FAIL		Motion passes: 4-0

**EMAIL FROM BOARD**

DISCUSSION	1	Selectman Curtis emailed Mr. Pakulski, as a Board, to provide them with a copy of all the Town paid for Overtime last year, what was budgeted and categories that it was paid in. Maintenance, mowing, Road Maintenance, Transfer Station and other non-specific services from 07/1/2013 - 06/30/2014. As well as the current status for this current fiscal year for same categories.
MOTION		Motion by Selectman Curtis that the Town Manager provide the Selectboard for the next regularly scheduled meeting of 09/22/2014 the following: 1. The total overtime budgeted for 07/01/2013 - 06/30/2014 and the total amount paid for the same period and provide the amounts in the following categories maintenance, mowing, Road Maintenance, Transfer Station and other non-specific services. 2. The same information from 07/01/2014 thru 06/30/2015 total amount spent to date and total amount budgeted for that period for maintenance, mowing, Road Maintenance, Transfer Station and other non-specific services.
SECOND		Second by Selectman Pomerleau
PASS/FAIL		Motion passes: 4-0

**PUBLIC COMMUNICATIONS**

DISCUSSION	1	regarding the Selective Cutting that has been done and have the Board of Selectman walk the project.
	2	Lenny Reay, thanked Selectman Curtis and Selectman Pomerleau for meeting with him at the E. Readfield cemetery to look at the issue of the rocks lining the property.
	3	Mr. Reay noted that each time the cemetery is mowed that 76 rocks have to be moved, mowed and then moved back. This is a waste of money to have to be doing that.
	4	Mr. Reay asked how long the Town has been selling plots in that section of the cemetery.
	5	There was an article about the Bear Baiting in the Maine Sunday Telegram that was very informative. It was approximately 4 -5 Sundays ago.
MOTION		
SECOND		

PASS/FAIL	
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EXECUTIVE SESSION

DISCUSSION	1	
MOTION		
SECOND		
PASS/FAIL		

\_\_\_\_\_  
Susan Reay

\_\_\_\_\_  
Valerie Pomerleau

\_\_\_\_\_  
Thomas Cutis

\_\_\_\_\_  
P. Greg Durgin

\_\_\_\_\_  
Thomas Dunham

\_\_\_\_\_  
Prepared by: Tina L. Cagle

# #2 Warrant

**#3**

**Select Board**

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

Tom Dunham asked at the last meeting if warrant recap numbers could be changed to reflect the warrant number printed on the agenda. The practice has been to assign a single warrant number that corresponds with the number of each regular Select Board meeting. This single warrant number includes both the accounts payable and payroll amounts. The TRIO accounting system however assigns a separate warrant number for accounts payable items and another for payroll. Each time a new payment is processed after a previous warrant, the system creates a new warrant number. Sometimes the agenda warrant number appears to be just half the accumulated TRIO recap numbers for accounts payable and payroll. But sometimes another warrant has to be run for a correction or addition, and the TRIO system assigns a new number. It's possible the warrant recap could display Warrant 13 while the agenda could list Warrant 6 for the sixth meeting of the fiscal year. All meeting records for over a decade have used this system. The Select Board could change the practice or stay with it.

All meetings have been posted related to the upcoming on secret referendum ballot. Tom Dunham and Val Pomerleau could update the Board regarding information they are collecting on this topic.

Board members may share other communications items.

#4

TOWN Manager

#### 4. Town Manager

Referrals: Recently there have been several questions and notifications from residents to the Select Board during public communications in Board meetings and privately to some Board members between meetings. The Town Manager requests that the Board and all Board members please refer residents with such questions and notifications to contact directly an appropriate employee or committee to answer a question or respond to an issue. This should help reduce time spent on these items during Select Board meeting and avoid delaying timely responses to residents, or delaying important action by employees to address different situations.

Library items for sale: The Select Board needs Town Meeting authorization to dispose of surplus property. This has been granted in the past through an annual article, but such an article might not have been included on Town Meeting warrants in recent years. Once the Select Board has such authority again, the library items could be listed for sale.

Road work update: see under discussion of Road maintenance spending.

Joint meeting with Wayne Select Board: This has been proposed for either October 6 or 20, 2014 in Readfield. The Wayne Board should respond soon with a confirmed date. The meeting would include an annual review of Transfer Station operations and any other Interlocal items of interest.

Investment advisor: The Town's investment advisor, Sam Tippet has been invited to the October 20<sup>th</sup> meeting for a review of the investment portfolio. Mr. Tippet has not confirmed this date. Other meeting dates in November are also possible.

Library repairs update: Tom Dunham met with the Town Manager to review the repairs. Some roof trim, a couple of doors, and a sill section should be repaired this fall. This would allow painting to proceed in the spring perhaps. Some of these duties could be done by Town employees, but it might be simpler to hire a contractor to do all of the work. The cost would not require an RFP.

Transfer Station gate: There has been no additional information regarding the security breach of the Transfer Station gate over the Labor Day weekend.

New cell phone plan: The Town Manager's cell phone plan now includes unlimited texting. The new plan is even less cost than the previous plan, regardless of texting.

Maranacook Lake Outlet Dam study: The RFP was released and Wendy Dennis from the Cobbossee Watershed District said: "We had a successful site visit for prospective responders to the Maranacook Lake Watershed Hydrologic Study RFP. Representatives from five firms attended, along with the all but one committee member. I had emailed the RFP to ten firms and four of them were represented today. The fifth firm attending saw the ad on the MMA website. I also know that a sixth firm is considering submitting a proposal."

KCEMA/EOP event: The Town participated in a successful emergency training event on September 17<sup>th</sup> at the high school with KCEMA, the mutual aid group of fire departments, and many emergency response units from around the state.

**#5**

**Boards,**

**Committees,**

**Commissions**

**5. Boards, Committees, Commissions & Departments**

Please see the attached minutes from the Library Trustees.

The Select Board could consider asking the Heritage Days Committee to start planning for next year. This could include the status of the committee and how to support it for the coming year when the next Heritage Days is scheduled.

READFIELD LIBRARY BOARD MEETING  
JULY 9, 2014 MINUTES

The Meeting was called to order at 6:50 p.m. by Chair, Deb Peale. Also present were Sue Westlake, Jess Cust, Brenda Lake, Cricket Blouin, Lori Clark, Betty Peterson and Librarian Nancy O'Toole Meservier.

**Secretary's Report:** The minutes of the June meeting were accepted as read.

**Treasurer's Report:** The May Treasurer's report was accepted as read.

**Librarian's Report:**

- Summer Reading program is going well. 52 children have signed up and 235 books have already been read.
- Story time and Lego Club: So far participation has been light in these programs. Hoping they will pick up as the summer goes on.
- New Summer Hours: Patrons are slowly getting used to our summer hours. Nancy feels this will pick up also as the summer progresses.
- Weeding the Junior Room: This project has begun with the summer volunteers. It is going well. Non-fiction are almost finished and will begin weeding fiction books next.
- Chewonki Program: This is set for Monday, August 25.
- Summer Book Sale: Nancy will begin advertising. We have a lot of donations for the book sale. We do need boxes to transport books from the library to the fire station.
- Air-Conditioner - We have had a loan of an air-conditioner for the Library. Nancy will check with Town Office about this.

**Old Business:**

- Spent a lot of time talking about assignments for the book sale.
- Will clean up the upstairs room at the library in the fall, after the book sale.
- We are thinking about dedicating Lee's plaque in conjunction with a volunteer appreciation night sometime in early September. Will discuss this further at our next meeting.

**New Business:**

- No meeting in August. September meeting will be held on Sept. 3 at 6:45 at the Library.

Meeting adjourned at 8:15

Respectfully submitted,

Betty Peterson, Secretary

#6

Appointments

(nothing pending)

**#7 Select Board**

**Liaison Policy**

**3rd Reading**

**7. Select Board Liaison Policy – 3rd reading**

Please see the second draft below of this policy, as prepared by Greg Durgin following comments from readings on August 25 and September 8, 2014:

Select Board Liaison Policy (Draft 3)

The Readfield Select Board may appoint a select board member or a community resident as a liaison to any standing or ad hoc committee at the board's discretion. The appointments shall be made on a yearly basis at the first meeting of the Select Board in July. For any ad hoc committee formed throughout the year, the Readfield Select Board may appoint a select board member or a community member as a liaison.

*Overview*

The role of the liaison is to provide understanding of the purpose, goal(s), and objective(s) of the committee. Since the role is designed to be advisory in nature, the liaison is not appointed or expected to be a voting member of the committee.

*Opening Channels of Communication*

- ⑩ Attend committee meetings per our appointments and procedures policy
- ⑩ Contact the committee chair through email, phone calls, or other means
- ⑩ Report committee activities to the select board as needed
- ⑩ Provide feedback to the committee from the select board

*Support for the Committee's Administrative Duties*

- ⑩ Assist the committee by reviewing the purpose, goal(s) and objective(s) as needed
- ⑩ Assist the committee by reviewing any appropriate budget
- ⑩ Assist the committee in an appropriate manner in contacting either town departments, personnel, or other committees when needed

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If approved in this format, a clean copy will be available at the meeting for the Select Board to sign.

**#8**

**Select Board  
Retreat report**

## **8. Select Board retreat report**

Please review the draft report below from retreat facilitator Dana Lee. The Board could consider approving with any amendments if needed.

### **Readfield Select Board and Town Manager Retreat August 8, 2014; 8:00 am – 4:00 pm Facilitated by Dana Lee, Lee Facilitation Services**

*Attending: Chair Sue Reay, V. Chair Val Pomerleau, Selectmen Allen Curtis, Greg Durgin and Tom Dunham, Town Manager Stefan Pakulski*

- *Parts of the meeting were dedicated to a Q and A with state representatives running for election and with RSU Supt. Donna Wolfrom, Finance Director Brigette Williams and School Board Member David Greenham*

#### **Past Year Successes**

Many policies have been updated and approved by the Select Board (SB).

The SB appointed Ad Hoc Committees as needed to help review policies; three ad hoc committees are still currently working: Public Works Reporting Committee, Roles of Liaisons Committee, and Road Bond Reporting Committee.

Had discussions attempting to better determine Town Manager workload, SB expectations and how they affect workload. Had discussions with Town Manager regarding time management.

Focused on the proper roles of SB Members, how we communicate and function has been discussed and is improving.

The SB achieved some improvements in participation and transparency using the Town's website, the Messenger, taking more comments at meetings, and use of ad hoc committees.

The Town received another good audit report.

The Sb has established SB budget liaisons for the Budget Committee and the RSU Board.

The Town Manager actively managed the use of the Enterprise Funds.

The Ballfield Committee achieved the creation of a ballfield.

There was good progress made on trails development by the Trails Committee.

### **Frustrating Issues / Concerns**

The roles, responsibilities, communication and expectations among and between Select Board Members and the Town Manager needs improvement. "Surprises" are still occurring to both the TM and to the SB members; evidence of communication improvement needs.

The Board stressed the need for Board members and staff to be very clear, thorough and accountable to Readfield citizens. This will allow for greater trust and respect among and between residents, the Select Board and Town Manager.

The Chair is still having occasional issues with Board following proper communication policies, including when complaints are made regarding the Town Manager. More understanding needed about SB roles, functioning and protocols.

The SB needs to "speak with one voice," referring agenda issues to SB Chair, accept democratically made decisions, even if an SB Member disagreed.

The rise of unionization of employees has put strains on the SB and Town Manager; unsure of what direction this will take, but will likely require a lot of Town Manager and SB time and ultimately, a lot of "fence-mending."

### **Goal Prioritization**

*Numbers in parentheses indicate number of responses.*

(6) SB and Town Manager communication / trust / functioning needs improvement.

- Every six weeks, the Chair plans to hold an executive session of just SB members to perform intra-board performance toward better following policies, chain of communication, proper roles, etc. These discussions will periodically involve the Town Manager to share in how he fits into their SB improved functioning progress.

(6) Holding the mil rate / tax burden down.

- Can overtime be better managed? Would part-time employees be more cost-effective?

(4) Advance a public discussion regarding voting in the Town budget by secret ballot.

- Needs research on how to change to that adoption method, advance public information on the topic, establish hearing date(s), SB to take time / take comments and input.

(3) Improve the timing and SB time allowed to understand the proposed budget.

- Speak to Budget Committee about an earlier Budget Calendar, working more closely together (speaking at their meetings?). There is a September joint workshop with BC to discuss priorities and process.

(2) Thoughtfully and effectively managing the union issues.

- Noted for the SB to take this slowly and thoughtfully. If the unions do not form, there will be more work needed on Personnel Policies.

(2) Town Manager accountability / time management improvements.

(2) Library report / use of bank report to be issued and advanced

(2) Further develop and utilize format for Town Manager Evaluation (Workshop already scheduled).

(1) Long-term road plan must be maintained.

(1) Long-term solid waste and recycling plan to be developed.

(1) Advance the installation of needed security cameras

#### **Other Goal Items**

*Did not receive any priority responses during scoring.*

Investigate the staffing of Transfer Station Manager and Road Commissioner duties / Town Manager workload.

Better understand the audit, terminology, cash flow, Tax Anticipation Notes, fund balance and options (Workshop already scheduled for 8/27).

Hold an "all-committees" workshop to discuss adherence to policies and guidelines (Workshop already scheduled)

Advance a successful Fire Station addition plan.

Advance the repair of Old Woolen Bridge.

Conduct research on cost and functionality of a GIS system for the Town / website.

Restore town boundary markers; include in CIP (Some progress).

- Involve abutting towns to cost-share.

Hold tabletop Emergency Operations Planning exercise with the RSU (Already scheduled)

## **Chairman Sue Reay's Review of Progress Spreadsheets with The Select Board**

### **Ordinances:**

- The Town Manager will work with Town Clerk to obtain and distribute all of the most recently adopted Ordinances and update the web with same (by 8/16). SB will take up spreadsheet again on 8/24. SB Members asked to give input (by 8/19) on which policies are their priority to get reviewed.

### **Policies:**

- SB Members asked for feedback on their priorities to Chair (by 8/19). The first policy to be considered will be the Appointment Procedure Policy, along with review of roles of SB and Town Manager.

### **Workshops:**

- The first four workshops have been identified and are confirmed. The Chair is seeking SB feedback on which other workshops should be prioritized (by 8/19)

### **Budget Schedule:**

- The Chair is seeking feedback on revising the budget schedule from SB Members, Budget Committee Members and Administration.

#19

Road maintenance

spending

guidance

## **9. Road maintenance spending guidance**

Cushing Construction has completed maintenance tasks on Chase Road and South Road, plus additional work preparing for new curbing on Old Kents Hill Road. The next tasks will be on Plains Road and Gay Road.

Grip-Wet Sealcoating has sealed cracks on specified roads.

Pike has installed new curbing at the Town Office and on Old Kents Hill Road.

McGee Construction delivered gravel for the road shoulders work.

D.R. Caron will begin installing road shoulders the week of September 22, 2014 and should complete the work within two weeks.

The Town Manager requested more guidance at the last Select Board meeting on how to proceed with road work based on available funds.

Pike Industries calculated possible savings of about \$11,000 if the last 2200' of Old Kents Hill Road is not shimmed prior to an overlay. This section of road is not as rutted as the rest of the road. Pike's representative reviewed the road and said a shim layer is not necessary although an overlay is recommended.

The Town Manager will provide additional cost updates at the meeting.

**#10**

**Trails Committee  
removing proposal  
and tour date**

**10. Trails: naming proposal and tour date**

Please see attached letters from Trails Committee chair Milt Wright concerning the proposed naming of a Community Pathway and also to set a date to tour the proposed Morrill Road trail.

An additional Trails Committee item will be included on a future agenda for the Board to consider a Town Meeting article regarding the acceptance of public easements for trails on private property.

RECEIVED \_\_\_\_\_

AUG 27 2014

COPY  
FYI

P.O. Box 16  
Readfield, ME 04355  
August 27, 2014

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

Dear Sue:

The Readfield Trails Committee met for its monthly meeting last night, August 26, 2014, and listened on a lap top computer to that portion of the Select Board's televised meeting held on August 25, 2014 that pertained to the Select Board's discussion of the Trails Committee's intent to build a trail on the discontinued portion of the former Nickerson Hill Road now called the Morrill Road.

In view of some members of the Select Board never having visited the location of the proposed trail and walked the 300' of it, the Trails Committee invites the Select Board to join the Trails Committee and interested citizens to a site visit at the proposed Morrill Road trail site on a Saturday or a Sunday this fall. The Trails Committee is not suggesting a date for the trail site visit except that it be held on a Saturday at any time or on a Sunday preferably in the later afternoon. Once a date and time are established for the site visit, notice

Sue Reay, Chair

Page 2

August 27, 2014

of the site visit can be forwarded to residents of the Morrill Road and to other interested citizens of Readfield.

Very truly yours,



Milton R. Wright, Chair  
Trails Committee

Cc: Select Board Members  
Stefan Pakulski, Town Manager  
Robin Lint, Town Clerk  
Trails Committee Members

RECEIVED \_\_\_\_\_

AUG 27 2014

COPY  
FYI

P.O. Box 16  
Readfield, ME 04355  
August 27, 2014

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

Dear Sue:

The Readfield Trails Committee has constructed a trail in the community park behind the Readfield Public Library that temporarily ends at the abutting property boundary of the Union Meeting House. As a result of the construction of this new handicap-accessible trail, the Trails Committee considered some names to identify the new trail and to recommend a trail name to the Select Board in keeping with the Select Board's policy on the "Naming of Municipally Owned Lands, Trails, Recreational Areas and Facilities Policy".

The Trails Committee unanimously voted to recommend to the Select Board that the new trail be named "Community Pathway". The reasons for this suggested name are that it is behind the Readfield Community Library and pathway is a path or a trail and having pathway in its name distinguishes it from the longer trails on other town properties in Readfield. Eventually the Trails Committee foresees the trail extending from the property line at the rear of the park behind the library to behind the Union Meeting House and along the far property line of the Union Meeting House to Church Road, in effect this is the trail or pathway that used to be maintained by the late long-time Union Meeting House President Ernest Bracy.

Sue Reay, Chair  
Page 2  
August 27, 2014

The Trails Committee included in its budget for this fiscal year money for the purchase of a sign to identify the name to be selected by the Select Board for this trail/pathway and will purchase and erect the sign whenever the Select Board votes on the name for the trail/pathway.

The Trails Committee has also named two stewards to maintain the trail/pathway as is its practice on all trails over which it has jurisdiction. These stewards are volunteers and members of the Trails Committee.

Of note is that six Trails Committee members met on a Saturday morning at the trail/pathway site to clear away vegetation in preparation for construction of the new trail/pathway. In addition, John Cushing using his excavator removed three large tree stumps and moved a couple of larger rocks at no cost to the Town in order to ease the construction of the trail/pathway. And lastly, Trails Committee Vice Chair Gary Keilty used his tractor and spent many hours of "tractor" time in building this very beautiful trail. The construction of this pathway has been a team effort by members of the Trails Committee.

If for some reason the proposed name is inconsistent with the criteria stated in the "Naming of Municipally Owned Lands, Trails, Recreational Areas and Facilities Policy", please let me know.

Please inform the Trails Committee through me of the action taken by the Select Board in naming this new trail/pathway.

# 11

Overtime totals  
and categories

## 11. Overtime totals and categories

At the previous meeting, the Board voted to request the following information on overtime be made available at this meeting:

Readfield Department	FY 2013-14		FY 2014-15	
	Budgeted Overtime	OT Spent Total	Budgeted Overtime	OT Spent Y-T-D
Genl. Govt. Admin	\$1,905.00	\$3,038.02	\$3,217.00	\$96.18
Maint	\$5,026.00	\$1,459.81	\$5,037.00	\$0.00
ACO	\$178.00	\$581.88	\$175.00	\$105.44
Cemetery	\$0.00	\$1,056.33	\$0.00	\$20.25
Transfer Station	\$4,098.00	\$2,318.24	\$6,695.00	\$422.53
<b>Totals</b>	<b>\$11,207.00</b>	<b>\$8,454.28</b>	<b>\$15,124.00</b>	<b>\$644.40</b>

This information represents all the overtime that was budgeted and spent in the last fiscal year and so far in the current fiscal year, according to the specific categories of personnel costs. There are other personnel categories that had no overtime budgeted or spent.

**#12**  
**Road project**  
**tracking**  
**spreadsheets**

**#13**

**Transfer Station**

**wood piles**



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### Request for Proposals for the Removal of the Brush and Clean Wood Piles at the Readfield Transfer Station

- I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for the Removal of the Brush and the Clean Wood Piles at the Readfield Transfer Station. All Proposals are to be submitted in sealed envelopes marked "READFIELD BRUSH AND CLEAN WOOD PILES" to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by 12:00 p.m. on Thursday, October 2, 2014. All proposals will be opened publicly at that time, and any Proposal received after the deadline shall not be considered. The Readfield Select Board will consider a contract award on Monday, October 6, 2014.

The Proposal must be signed by the Proposer with full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. Written interpretations to any question will be sent, delivered or called into each person or firm who has taken out a Request for Proposal. Proposers shall acknowledge receipt of all Addenda, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

Each Proposer is required to state in its Proposal:

- a per ton fee (if any) for removal of brush,
- a per ton fee for the removal of clean wood, and
- a total cost not to be exceeded;
- a schedule of work;
- the Proposer's name and place of business and the names of persons or parties interested as principals with it;
- that the 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 here from.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage as set forth in Exhibit 1. The Proposer must also provide a certificate of

insurance naming the Town as an additional insured, and must agree to abide by applicable local policies also as set forth in Exhibit 1.

Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals.

The Town disclaims any and all responsibility for injury to Proposers, their equipment, their agents or others while examining the work site or at any other time.

Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids. Proposers must submit three copies of the proposals.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the “Services”).
- 2) GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informality in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so. Proposals may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.
- 4) TERM – The estimated term of an awarded contract shall be from October 7, 2014 to November 7, 2014, or one month from the date of the award, unless agreed to in writing by both parties.

Date: September 23, 2014

By: \_\_\_\_\_  
Readfield Town Manager

## SCOPE OF SERVICES

### Removal of Transfer Station Brush and Clean Wood Piles:

Please provide a proposal for the complete removal of both the brush and clean woodpiles. The proposal must specify appropriate dust mitigation measures, separate per ton fees for different materials (as applicable), and a total cost not to be exceeded.

Proposers should view the materials and work to be done on site at the Readfield Transfer Station, Recycle Road, Readfield, Maine 04355. Both the brush and clean woodpiles will continue to accumulate material until processed. Proof is required if any chips produced by processing will be used for bio-fuel. The winning Proposer shall be responsible for arranging and paying for any required testing material for bio-fuel chips. Any revenues for bio-fuel chips shall be paid directly to the Town.

### Removal of both the Brush and Clean Wood Piles:

- 1) All material from both piles will be removed completely from the site.
- 2) Appropriate dust mitigation measures will be taken.
- 3) If material is chipped on or off site, please provide proof in writing if any chips will be used as bio-fuel, with required testing arranged and paid for.
- 4) All grounds under both removed piles will be left clean, as determined by the Town Manager.
- 5) All work will be done during hours the Transfer Station is closed to the public (All day on Mon. and Thurs.; plus Tues., Wed. and Fri. mornings)
- 6) All work will be completed by 4:30 PM on November 8, 2014 (or no later than one month from the actual date of the contract award, unless agreed to in writing by both parties).

**EXHIBIT 1.**

**SERVICES AGREEMENT**

**REMOVAL OF THE BRUSH AND CLEAN WOOD PILES  
AT THE READFIELD TRANSFER STATION**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "TOWN") and \_\_\_\_\_ (hereinafter "CONTRACTOR").

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals for Removal of the Brush and Clean Wood Piles at the Readfield Transfer Station issued September 23, 2014 by Stefan Pakulski, Town Manager and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, 2014.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR will provide to the TOWN a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The TOWN disclaims any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR must be current in personal property tax payments to the TOWN or provide a letter from the municipality stating the CONTRACTOR is in good standing related to tax payments.

The CONTRACTOR agrees to abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working under this agreement in Readfield.

The TOWN shall remit to the CONTRACTOR the total payment of \$\_\_\_\_ per ton for all brush removed, and \$\_\_\_\_ per ton for all clean wood removed from the Transfer Station, up to a total combined cost not to exceed \$\_\_\_\_. Remittance shall be made in full within 30 days after successful completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES. The CONTRACTOR shall be responsible for all testing of materials used for bio-fuel. All revenues for bio-fuel shall be paid directly to the TOWN.

Town

Witness

By: \_\_\_\_\_

Readfield Town Manager

CONTRACTOR

Witness

By: \_\_\_\_\_

Its \_\_\_\_\_

#14

Cemetery walls repair

RFP



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### **Request for Proposals for the Repair of Granite Cemetery Walls at Case Cemetery and Readfield Corner Cemetery**

- I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for the Repair of Granite Cemetery Walls at the Case Cemetery and Readfield Corner Cemetery. All Proposals are to be submitted in sealed envelopes marked "READFIELD CEMETERY WALLS" to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by 12:00 p.m. on Thursday, October 2, 2014. All proposals will be opened publicly at that time, and any Proposal received after the deadline shall not be considered. The Readfield Select Board will consider a contract award on Monday, October 6, 2014.

The Proposal must be signed by the Proposer with full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. Written interpretations to any question will be sent, delivered or called into each person or firm who has taken out a Request for Proposal. Proposers shall acknowledge receipt of all Addenda, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

Each Proposer is required to state in its Proposal:

- a per foot fee for repointing and repair of cemetery walls;
- a total separate cost for each cemetery;
- a schedule of work;
- the Proposer's name and place of business and the names of persons or parties interested as principals with it;
- that the 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 here from.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage as set forth in Exhibit 1. The Proposer must also provide a certificate of

insurance naming the Town as an additional insured, and must agree to abide by applicable local policies also as set forth in Exhibit 1.

Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals.

The Town disclaims any and all responsibility for injury to Proposers, their equipment, their agents or others while examining the work site or at any other time.

Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids. Proposers must submit three copies of the proposals.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the “Services”).
- 2) GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informality in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so. Proposals may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.
- 4) TERM – The estimated term of an awarded contract shall be from October 7, 2014 to November 7, 2014, or one month from the date of the award, unless agreed to in writing by both parties.

Date: September 23, 2014

By: \_\_\_\_\_  
Readfield Town Manager

## SCOPE OF SERVICES

### Repair of Granite Cemetery Walls:

Please provide a proposal for the repointing and repair of granite cemetery walls at the Case Cemetery on Route 17 and the Readfield Corner Cemetery on Church Road in Readfield. The proposal must specify cost per foot and separate total costs per cemetery.

Proposers should view the work to be done on site at both cemeteries in Readfield.

Services shall include:

- 1) Cleaning and repointing of granite walls, removing and disposing old or loose mortar as needed, and using new gray mortar.
  - a. Approximate feet of walls to repair in Case Cemetery is 192'.
  - b. Approximate feet of walls to repair in Readfield Corner Cemetery is 426'.
- 2) Repairing of specific stones as needed and approved with the Sexton.
- 3) All grounds beneath and around all walls will be left clean, as determined by the Sexton.
- 4) All work will be completed by 4:30 PM on November 8, 2014 (or no later than one month from the actual date of the contract award, unless agreed to in writing by both parties).

**EXHIBIT 1.**

**SERVICES AGREEMENT**

**REPAIR OF GRANITE CEMETERY WALLS**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "TOWN") and \_\_\_\_\_ (hereinafter "CONTRACTOR").

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals for Repair of Granite Cemetery Walls in Readfield issued September 23, 2014 by Stefan Pakulski, Town Manager and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, 2014.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR will provide to the TOWN a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The TOWN disclaims any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR must be current in personal property tax payments to the TOWN or provide a letter from the municipality stating the CONTRACTOR is in good standing related to tax payments.

The CONTRACTOR agrees to abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working under this agreement in Readfield.

The TOWN shall remit to the CONTRACTOR the total payment of \$\_\_\_\_ per foot of granite cemetery wall repairs, or a total cost for Case Cemetery not to exceed \$\_\_\_\_\_ and a total cost for Readfield Corner Cemetery not to exceed \$\_\_\_\_\_. Remittance shall be made in full within 30 days after successful completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES. The CONTRACTOR shall be responsible for all testing of materials used for bio-fuel. All revenues for bio-fuel shall be paid directly to the TOWN.

Town

Witness

By: \_\_\_\_\_

\_\_\_\_\_

Readfield Town Manager

CONTRACTOR

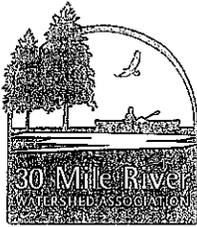
Witness

By: \_\_\_\_\_

\_\_\_\_\_

Its \_\_\_\_\_

**FYI'S**



September 4, 2014

30 Mile River Watershed Association  
PO Box 132  
Mount Vernon, ME 04352

**Board of Directors**

Linc Hayes  
*President*

Bill Swan  
*Vice President*

Katie Farrin  
*Treasurer*

Diana McLaughlin  
*Secretary*

Bob Bassett  
Deborah Cayer  
Rick Christenson  
Bill Dunham  
Liz Hays  
Daniel Meyer  
Daniel Onion  
Richard Spencer  
Bob Stephenson  
Clyde Walton

**Staff**

Lidie Robbins  
*Executive Director*

Christine Adamowicz  
*Program Director*

(207) 685-4956  
www.30mileriver.org

Town of Readfield  
Stefan Pakulski, Town Manager  
8 Old Kents Hill Rd.  
Readfield, ME 04355

Dear Stefan,

On behalf of the 30 Mile River Watershed Association, I would like to thank you and the Town for your generous contribution of \$231.00, which we received on 7/18/2014 for 2014 membership of Town of Readfield. This will support our core programs, such as Courtesy Boat Inspections, the Youth Conservation Corps, and the Invasive Plant Patrol, which all protect the lakes we cherish.

Since our organization began, our mission has been to preserve, improve and protect the land and water quality in the 30 Mile River Watershed. As we grow each year, we expand our programs to better protect this region. This is only possible because of the support of our partners.

Again, we thank you for your support and helping us succeed in our mission.

Gratefully,

Lidie Robbins, Executive Director  
lidie@30mileriver.org

SEP - 5 2014



**BEHAVIORAL HEALTH**

**Mental Health and Substance Abuse Specialists**

*Improving lives with effective, innovative care*

SEP - 5 2014

37 Buxton Parkway  
Waterville, Maine  
04901-5170  
207-873-2136  
1-888-323-2136  
207-872-4522 Fax

9/3/2014

Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

66 Stone Street  
Augusta, Maine  
04330-5227  
207-626-3456  
207-625-3612 Fax

Dear Stefan,

5 Commerce Drive  
Skowhegan, Maine  
04876-1828  
207-474-8365  
207-474-7794 Fax

On behalf of Kennebec Behavioral Health, I thank you for your recent donation of \$1,000.00 which we received on 9/3/2014. Your contribution is evidence of your decision to join with us in our mission to promote the well-being of children, adults and families who experience mental illness, emotional difficulties or behavioral challenges, as we have since our organization began in 1960.

Your check #060237, dated 8/28/2014 has been deposited. Your gift will be used to support agency programs and services for children, families, and adults in the Readfield area.

Please keep this written acknowledgment of your donation for your personal records.

736 Old Lewiston Rd.  
Winthrop, Maine  
04364-4121  
207-377-8122  
207-377-8564 Fax

At a time when demand for KBH's services is increasing, and funding for these services is becoming more and more challenging, we thank you again for your very important contribution, on behalf of all of us at Kennebec Behavioral Health - including our clients, providers, administrative staff and our community boards.

[www.kbhmaine.org](http://www.kbhmaine.org)

Sincerely,

Tina Chapman  
Development & Communications Director  
tchapman@kbhmaine.org



*Because this agency has provided no goods or services in exchange for your support, your gift is tax-deductible to the extent allowed by law. For your records, please note that KMHA Foundation's tax identification number is 61-1419904, and KBH's number is 01-0265559.*