

Readfield Select Board

Meeting for

December 15, 2014

**Readfield Select Board
Regular Meeting
Agenda**

December 15, 2014

Meeting starts: 6:30 PM

Location: Gile Hall

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of December 1, 2014, plus workshops on Dec 4th & 8th – 5 minutes
2. **Warrant: #12** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments – None pending

Unfinished Business:

6. Purchasing Policy, Final revision reading - 5 Minutes
7. Firearms ordinance: RCC recommendation – 10 minutes

New Business:

8. Transfer Station haulers permits for 2015 – 10 minutes
9. Secret Ballot Process: results from workshops – 10 Minutes
10. New budget spreadsheet – 15 minutes
11. Employee Overtime data – 10 minutes
12. Snowplow ordinance review – 10 minutes
13. Other (if needed)

Public Communications:

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

Executive Session(s) (if needed)

Adjournment

#1 Minutes

Town of Readfield – SELECT BOARD

MINUTES

12/01/2014

6:35 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
MEMBERS ABSENT	
MEETING TYPE	SELECT BOARD
NOTICE DATE	Tina L. Cagle
ATTENDEES	Town Manager, Stefan Pakulski, Gene Carbona, Nancy Buker, David Buker, Willard Harris, Gary Keilty, Steven Woodsum, David Linton, Milton Wright, Deb Doten, Grace Keene, John Stanley, Pete Davis, John Parent, Darcy Whittimore

Agenda topics

#1 MINUTES 11/17/2014	
MOTION	Motion by Selectperson Pomerleau to accept minutes of 11/17/2014 as amended.
SECOND	Second by Selectperson Curtis.
PASS/FALL	Motion passes: 5-0

#2 WARRANT REVIEW #11	
MOTION	1) Discussion of Warrant Items. 2) Selectperson Dunham would like a breakdown from Pike Industries for all roadwork they performed currently this fiscal year.
MOTION	Motion by Selectperson Curtis to approve Warrant #11 in the amount of \$477,203.96.
SECOND	Second by Selectperson Dunham.
PASS/FALL	Motion passes: 5-0

#3 SELECT BOARD COMMUNICATIONS	
	<ol style="list-style-type: none"> 1) Selectperson Curtis attended the last KVCOG meeting and has asked for a list of the services that they offer to municipalities for the yearly fee paid to them. 2) Currently the Town of Wayne has applied to KVCOG to be a "Fiscal Sponsor" in refurbishing the Old Mill, but you must be a 501(c)(3) in order to receive these funds. 3) Selectperson Durgin expressed that he is offering no apologies for anything said at the last meeting, nor anything he has said in the past while on the Board as he always chooses his words carefully. 4) Chairperson Reay asked the Board Members whether or not they want to hold a workshop with legal counsel to go over legal matters, executive sessions etc... 5) Town Manager Pakulski informed the Board that staff may contact MMA Legal at any time for purposes within their job duties, but that they may not contact the Town Attorney. That must always be approved. 6) Chairperson Reay asked for a consensus of the Board to clarify the letter received by Town Manager Pakulski from MMA Legal regarding the point person on contacting them. 7) Selectperson Curtis sent a Google Doc out to the members of the Board for review and comment and was sent a memo that he is not allowed to do that because it constitutes a meeting when asking for comments/ reviews etc... 8) The employee luncheon will be on January 6, 2015. 9) Selectperson Curtis has asked for the Board and for the residents to look at the RSU 34 website regarding the meetings and the type of storage system they have. 10) Mr. Linton has volunteered to put up the new lights on the tree at the town office. 11) The Annual Chairs meeting possible dates are 1/5 or 1/20 from 6-8pm. 12) Selectperson Curtis is not receiving the information that he has requested regarding roads and he is trying to compile all the information without any assistance from anyone on the Road Committee. 13) Selectperson Curtis will send the Road Committee all the information he has collected. 14) Selectperson Dunham would like to request the information from DEP regarding the Transfer Station reporting information.

#4 TOWN MANAGER	
	<ol style="list-style-type: none"> 1) External concrete on the bridge on Old Kents Road is chaffing off and will need to be repaired. A full engineering report is not needed. 2) Selectperson Pomerleau would like to know which roads weren't able to be striped before the first snow. Town Manager Pakulski has not received the final bill from Lucas Striping and as soon as he does, he will inform the Board.

	3) Solid Waste Committee meetings will be held on either 1/8 or 1/15. 4) Staff should stamp every piece of mail that comes into the office.
MOTION	Motion by Chairperson Reay to add a box to the application for Boards and Committees to enter the date.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-2 (Selectpersons Dunham and Curtis)
DISCUSSION	5) Mr. Parent of the Budget Committee stated that they were not going to worry about the new spreadsheet format until next year and put more emphasis in assisting in the new Secret Ballot process. 6) Selectperson Curtis would like to have all the numbers entered into the spreadsheet and begin as soon as possible on working with it. 7) Mr. Carbona felt that after Mr. Parents' earlier remarks regarding meeting with the Board jointly was not something that the Budget Committee wants to do. 8) Mr. Parent assured Mr. Carbona that that was not the case and that the Budget Committee looks forward to meeting with the Board.
MOTION	Motion by Selectperson Curtis that the Board follow the citizens vote of November 4, 2014 to move forward with the Secret Ballot format that will be voted June 9, 2015.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0
#5 BOARDS, COMMITTEES, COMMISSIONS & DEPARTMENTS	
DISCUSSION	None present
MOTION	
SECOND	
PASS/FAIL	
#6 PURCHASING POLICY 3rd READING	
DISCUSSION	1) Review of the previous draft changes: The Board will review changes and finalize at next regular meeting.
MOTION	Motion by Chairperson Reay to extend the meeting until 9:30 pm.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
TAKEN OUT OF ORDER #14 PUBLIC COMMUNICATIONS	
DISCUSSION	1) John Stanley asked the Board if they will still take public comments throughout the rest of the meeting. Chairperson Reay informed him that the Board will always entertain public comments on any agenda item open to the public.
MOTION	
SECOND	
PASS/FAIL	
#7 TRAIL EASEMENT	
DISCUSSION	1) Milt Wright informed the Board that the new owners of the Lucas House, The Nelsons, are on board with granting the Town a permanent easement for the trail. 2) This would have to be an article for the people to vote. 3) Jerry Blye asked what the difference in an Agreement and an Easement. a. Agreement can be withdrawn at any time or a specified time in the document with no financial recourse for the Town b. Easement can become part of the deed of the property or a Quit Claim Deed which are permanent.
MOTION	
SECOND	
PASS/FAIL	
#8 FIREARMS ORDINANCE REVIEW	
DISCUSSION	1) Tabled until next meeting.
MOTION	
SECOND	
PASS/FAIL	
#9 NAMING APPLICATION	
DISCUSSION	1) Final Reading.

MOTION	Motion by Selectperson Pomerleau to accept the Naming Application as presented.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0

#10 SECRET BALLOT PROCESS

DISCUSSION	<ol style="list-style-type: none"> 1) A Timetable and schedule need to be established. 2) Suggested dates for workshops are: 12/4 & 12/11 from 4:30 – 7pm. 3) Mr. Wright would like to find out exactly what the format is going to be and how many questions there are.
MOTION	
SECOND	
PASS/FAIL	

#11 EXECUTIVE SESSION INFORMATION

DISCUSSION	1) There were no questions from the public regarding this topic.
MOTION	Motion by Selectperson Durgin to extend the meeting until 9:45 pm.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0

#12 RSU COOPERATION OPPORTUNITIES

DISCUSSION	<ol style="list-style-type: none"> 1) Chairperson Reay would like to meet with the RSU to brainstorm on how to save money on solid waste disposal. 2) Town Manager Pakulski will reach out to the superintendent with better communication between the School and the Town. This was a Board consensus. 3) Selectperson Durgin will gather the numbers for solid waste from the high school. 4) Selectperson Curtis reminded the Board and the residents to view the video system that RSU 34 is currently using.
MOTION	
SECOND	
PASS/FAIL	

Chairperson Reay adjourns the meeting at 9:46 pm.

MOTION	Motion by Chairperson Reay to enter into executive session per 1 M.R.S.A. 405(6)(a) concerning the Town Managers duties.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0

Town of Readfield – SELECT BOARD

MINUTES

12/14/2014

4:36 PM

TOWN OFFICE

MEMBERS PRESENT	Chair Sue Reay, Vice Chair Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
PUBLIC	Martin Hanish, Rob Peale, Holly Dominie, Bruce Bourgoine
MEETING TYPE	SELECT BOARD special - workshop
NOTE TAKER	Stefan Pakulski, Town Manager
ATTENDEES	

Agenda topics

Workshop on Secret Ballot Process

DISCUSSION	The Select Board discussed a range of issues and options related to transitioning to a secret ballot vote instead of the traditional Town Meeting format in 2015, as consistent with the advisory referendum vote of November 4, 2014.
DISCUSSION	Members of the public attending the workshop participated throughout the meeting, exchanging ideas and recommendations with the Select Board. Another workshop is planned for December 11, 2014.
MOTION	No motions or actions were taken by the Board.
SECOND	
PASS/FAIL	
MOTION	
SECOND	
PASS/FAIL	Chair Reay adjourned the workshop at 7:05 PM

DRAFT

Town of Readfield – SELECT BOARD

MINUTES

12/08/2014

4:37 PM

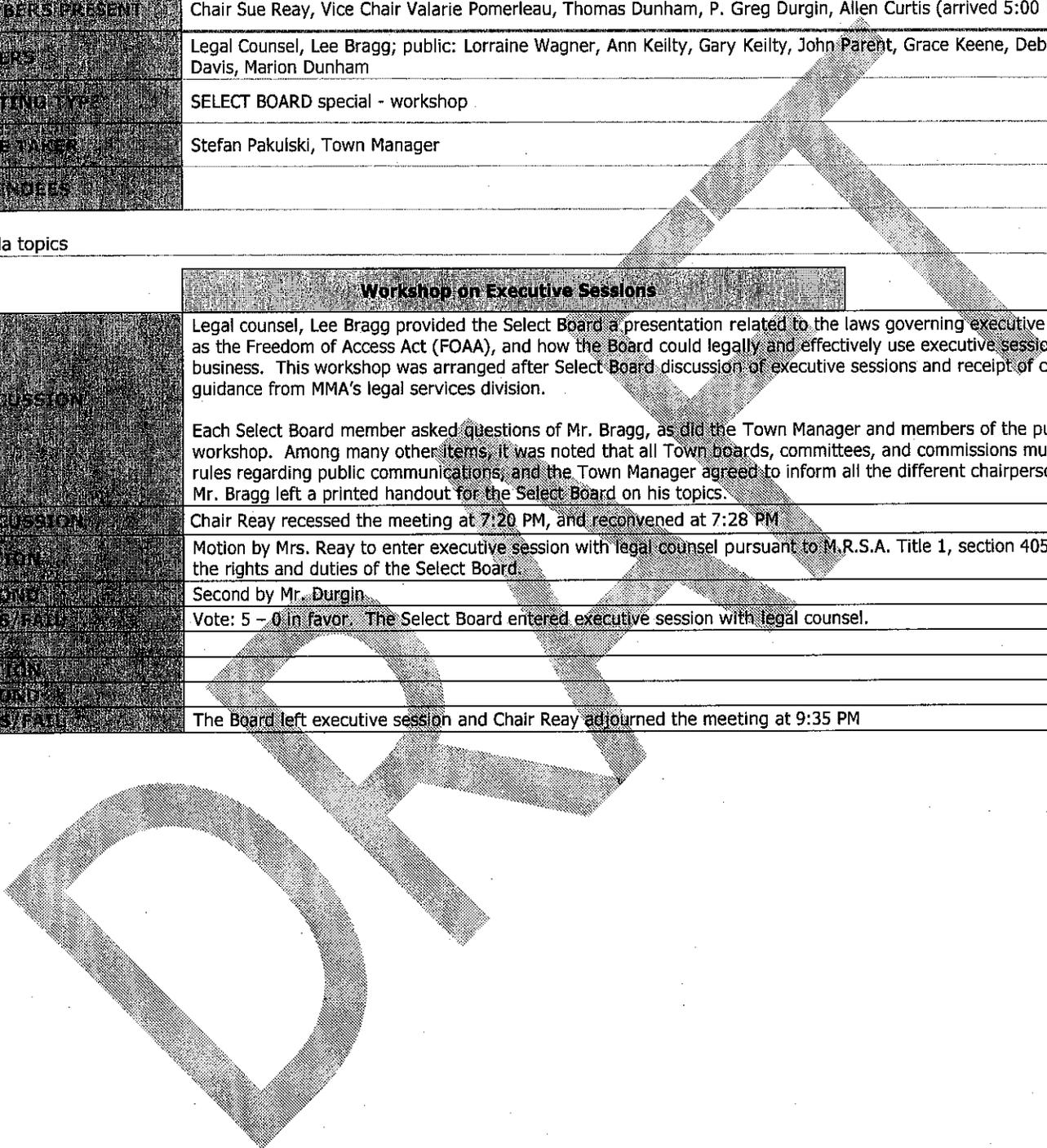
TOWN OFFICE

MEMBERS PRESENT	Chair Sue Reay, Vice Chair Valarie Pomerleau, Thomas Dunham, P. Greg Durgin, Allen Curtis (arrived 5:00 PM)
OTHERS	Legal Counsel, Lee Bragg; public: Lorraine Wagner, Ann Keilty, Gary Keilty, John Parent, Grace Keene, Deb Doten, . Peter Davis, Marion Dunham
MEETING TYPE	SELECT BOARD special - workshop
NOTE TAKER	Stefan Pakulski, Town Manager
ATTENDEES	

Agenda topics

Workshop on Executive Sessions

DISCUSSION	<p>Legal counsel, Lee Bragg provided the Select Board a presentation related to the laws governing executive sessions as well as the Freedom of Access Act (FOAA), and how the Board could legally and effectively use executive sessions for Town business. This workshop was arranged after Select Board discussion of executive sessions and receipt of comments and guidance from MMA's legal services division.</p> <p>Each Select Board member asked questions of Mr. Bragg, as did the Town Manager and members of the public attending the workshop. Among many other items, it was noted that all Town boards, committees, and commissions must abide by FOAA rules regarding public communications, and the Town Manager agreed to inform all the different chairpersons about this. Mr. Bragg left a printed handout for the Select Board on his topics.</p>
DISCUSSION	Chair Reay recessed the meeting at 7:20 PM, and reconvened at 7:28 PM
MOTION	Motion by Mrs. Reay to enter executive session with legal counsel pursuant to M.R.S.A. Title 1, section 405, 6. E. regarding the rights and duties of the Select Board
SECOND	Second by Mr. Durgin
PASS/FAIL	Vote: 5 – 0 in favor. The Select Board entered executive session with legal counsel.
MOTION	
SECOND	
PASS/FAIL	The Board left executive session and Chair Reay adjourned the meeting at 9:35 PM



#2 Warrant

#3

Select Board

3. Select Board communications

Allen Curtis could provide an update on the video streaming option, and possibly on his road project spreadsheet too.

Greg Durgin and Val Pomerleau could provide an update on their work related to Trails criteria.

The following email from Allen Curtis was forwarded to all Board members to be included in communications for this meeting:

Date: Wed, 10 Dec 2014 15:19:52 -0500
From: <selectboard.ac@ne.twcbc.com>
To: Sue <selectboard.sr@ne.twcbc.com>
Subject: Goal Setting - Informational Only Communication
Cc: "readfield.tmgr@roadrunner.com" <readfield.tmgr@roadrunner.com>

This is an informational-Educational communication and believe it should be sent to all Select Board Members.

Research by leading analysts identifies four best practices for managing goals and driving organizational performance.

1. Make all goals SMART.

Specific

Measurable

Attainable

Realistic

Timely

2. Set organizational goals, and then align individual employee goals with organizational goals.

3. Have leaders regularly communicate the status of high-level goals to the organization.

4. Regularly review, revise and update all goals.

Allen

The Select Board could hear other communications from members.

#4

Town Manager

4. Town Manager

Audit update/status: The Town Manager contacted RHR Smith & Company to ask when the Town's 2014 audit draft would be ready to review, and approximately when the final audit could be available. The auditor hasn't responded yet, but generally the draft audit should be ready for review in January and could be finalized soon thereafter.

RSU and regional collaboration: The Town Manager contacted the RSU #38 superintendent, Donna Wolfrom to ask about renewing the practice of holding regular meetings with town managers and elected officials from RSU-member communities and other interested towns. This practice proved successful in the past in generating many regional collaboration efforts that saved the RSU and towns a lot of money, such as through joint purchasing of paper and heating fuel, conducting energy audits, securing copier contracts, exploring phone systems and computer support, plus joint grant writing that resulted in the MDOT Safe Routes to School sidewalk and a Maine Bond Bank grant for regional services that allowed the purchase of the road-side mowing tractor and the planning of the Public Works Department. Superintendent Wolfrom is very supportive of restarting these types of meetings, so the Town Manager will solicit participation from area towns and plan to hold the first meeting in January 2015 to explore common interests.

KVCOG recycling info: The Town Manager shared information from KVCOG's environmental planner, Ross Nason with the Select Board related to fees charged at different transfer stations and the cost of translucent bags used by some towns to encourage more recycling. The Select Board also received MMA's recent "Townsmen" magazine with informative articles about the success of Pay-As-You-Throw (PAYT) programs that reduce trash and increase recycling, and municipal composting that also reduces trash and makes a great soil amendment. The Solid Waste and Recycling Committee (SWRC) will review this and other information on Jan. 15 & 22, 2014; and may share recommendations with the Select Board.

Budget/Cost saving recommendations: In the current quarter, the Town Manager recommended reducing costs for road paving to stay within the approved budget. This resulted in about a \$33,000 estimated reduction in Pike's projected paving costs for this year. The Town Manager negotiated with Lucas Striping to reduce the per foot cost for paint striping on Town roads from \$0.09/ft (charged the past two years) to \$0.08/ft or about an 11% decrease or a savings of \$742 in the projected work. The Town Manager has attached a proposal from Pelletco for installing a new heating system in the Town Office that could reduce heating costs by \$35,000 over ten years with no up-front capital expenses. A change in the heating system could require an

RFP process and might not be possible until the next fiscal year (due to current oil purchase contract), but this is an example of a possible cost saving to explore.

Budget process: The Town Manager is working with staff members to develop budget proposals for the next fiscal year. This information will be presented to the Budget Committee and Select Board at meetings starting in January 2015. The Town Manager has been concentrating on meetings and updates of the Capital Improvement Plan (CIP) as part of the budget process. The CIP covers larger capital investments such as for roads, equipment, and building upgrades that can be planned over several years with the intent of limiting the budget impact year to year by staying close to an annual budget average.

Equipment sale: Steve McGee purchased the four last remaining plow wings from the former Public Works Department for \$150 each, or \$650 total. An assortment of small PW items remain that no one has offered to buy in the past three years, and any reasonable offer from the public will be accepted.

Training and workshops: The Town Manager participated with the Select Board in an MMA training workshop on Dec. 2, 2014 on the roles of elected officials and town managers. This was very informative and helped renew understanding of the complementary roles of the elected and executive functions of town government. The Town Manager joined the Select Board for a workshop with the Town's legal counsel, Lee Bragg who helped clarify how and when the Select Board could use executive sessions legally and effectively. The Town Manager also provided information and participated in two Select Board workshops to plan the transition to a secret ballot system instead of a traditional Town Meeting in 2015.



Biomass Heating Solution Proposal

**Town Hall
Readfield, Maine
10 Year Contract**

November 15, 2014

PelletCo LLC
PO Box 14
Sabattus, Me 04280

www.Pelletco.Com
(207) 370-0350
info@Pelletco.com

Summary

This proposal is for the town hall and includes a description of the Pelletco Heat Sale program and related savings.

We project you will save a total of \$768 this year and \$35,186 over the 10 year contract with no capital required, have guaranteed price of heat and long term price and heat security. Our biomass boilers are piped into your existing heating system while your previous boiler becomes a fully functioning backup. This provides complete redundancy of your heating system, this is fully automatic and requires no user interface to switch from biomass to your existing oil boiler. You will no longer be at the mercy of fluctuating oil prices and you will be using a 100% local sustainable fuel that reduces green house gas emissions by over 80%. Unlike oil, 100% of our fuel is grown and harvested locally and provides jobs and economic benefits for the Northern New England economy.

Background

Four buildings use an oil-fired system as the current heat source, and one building uses a propane-fired system. Pelletco proposes to replace at least 90% or a total of 43,300 gallons of oil, by using a HeatPod unit as described below on the schematic.

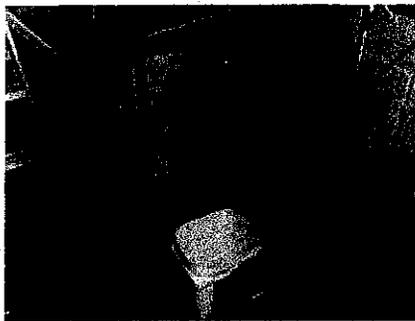


Figure 3 Existing Boiler

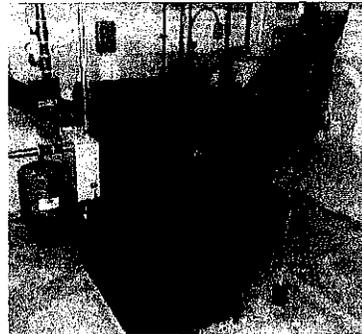
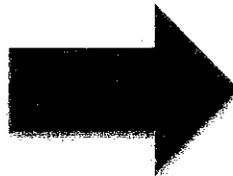


Figure 2 Wood Pellet Boiler

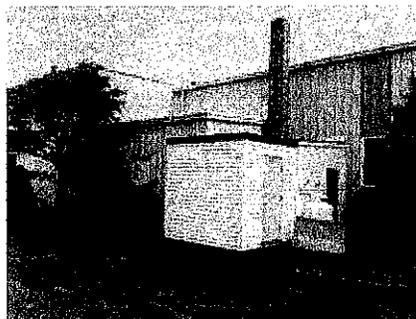


Figure 1 HeatPod Pellet Storage



**Pelletco, LLC
Proposal for
Readfield, Me Town Hall**

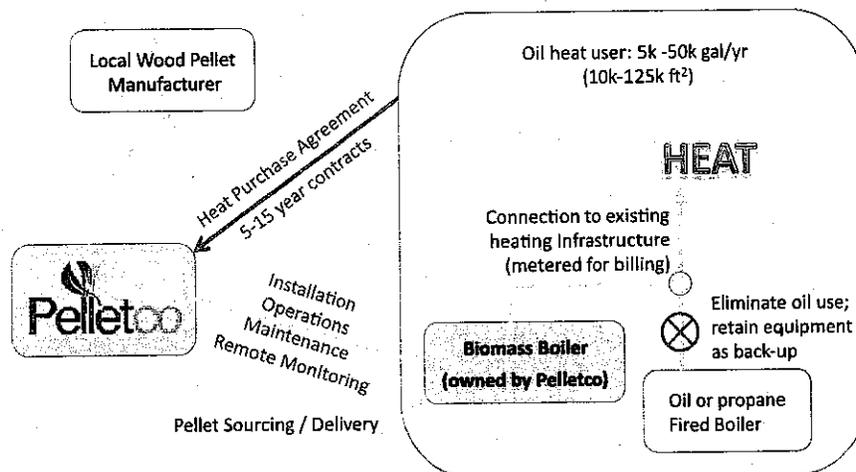
Pelletco Proposed HEAT SALE Solution

Pelletco is pleased to propose a "Zero Capital" Heat solution consisting of the following:

- 1) One Pellet Boiler Systems to be installed for Readfield Town Hall containing:
 - a) Pellet Boiler sized to satisfy up to 100% of existing heat load of the buildings.
 - b) Connection to existing hot water distribution systems.
 - c) Pellet storage.
 - d) All pellet delivery devices (augers, blowers, etc).
 - e) Plumbing required for heat delivery to existing hot water systems.
 - f) All controls and measurement devices required for operation and interconnection.
- 2) All installation and connection with existing heat distribution system including valves to isolate the pellet boiler from the existing heat circuit as necessary.
- 3) All operations and maintenance on the pellet boilers and components at Pelletco's expense.
- 4) Remote monitoring.
- 5) All sourcing, stocking and replenishing pellet fuel at Pelletco's expense.

Pelletco handles everything required to deliver your wood pellet heat. Pelletco will provide a fully outfitted boiler system capable of delivering heat to you. Pelletco will own and operate the boilers providing you heat on a measured basis and bill you monthly for the heat we transfer to you. Pelletco will operate and maintain our boilers and other equipment. We request that you assist us by removing a small amount of ash weekly. The ash makes excellent fertilizer.

How Pelletco System works:



For more info
www.pelletco.com
207-370-0350



**Pelletco, LLC
Proposal for
Readfield, Me Town Hall**

Price, Payment & Length of Contract

Customer's capital commitment will be \$0.

Price of Heat For Readfield Town Hall

Oil Replaced 2000 Gallons

We estimate you are paying an average of **\$3.20** per gallon of #2 Fuel Oil. Pelletco will deliver heat this coming year at a rate of **\$480 / month**. In subsequent years the price you pay per MMBTU used will be adjusted upward by a 3.5% inflation adjustment for the length of the contract.

This pricing saves you **10%** or more off the price of oil heat in the first twelve months and more in subsequent years. Your cost of heat will be stable over the ten year term of the agreement and over ten years we estimate you will save **~\$34,304**.

Payment

The total monthly billing will be \$480. We will meter how much heat you use. After the first twelve months we will true up your usage (higher or lower) and adjust your next 12 months invoices accordingly. We will specify the amount of heat delivered measured in millions of british thermal units (MMbtu). Pelletco will invoice you electronically on a monthly basis and our invoices will be due and payable Net 10.

Pelletco will guarantee a not to exceed heat cost of \$5,760 for the first year and the price per MMbtu rate for each of the subsequent years for the full ten-year contract. Pelletco will monitor and provide you with MMbtu used at the end of the first year under contract. That way you know exactly what your heat will cost subject to variation only in usage. We will ask you to commit to a minimum usage at 80% of your heat load.

The contract length will be for a period of 10 years. At the end of the contract period you will have the option of purchasing the equipment, renewing the contract or Pelletco can remove our equipment at no charge.

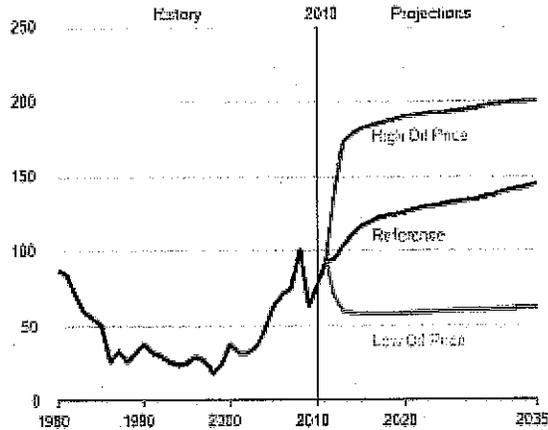
Customer Responsibilities

We will use your existing electrical service. We may ask you to sign financing agreements and related documentation with our financing institution. You agree to provide ready access to the site for Pelletco during and after installation. You will provide Pelletco with IP access for remote monitoring purposes.

Savings Projections

We are confident that Pelletco's solution will save you money by significantly reducing the heating expense associated with using oil. The following charts illustrate how our proposed solution will drive these savings.

Figure 16. Average annual world oil prices in three cases, 1980-2035 (2010 dollars per barrel)

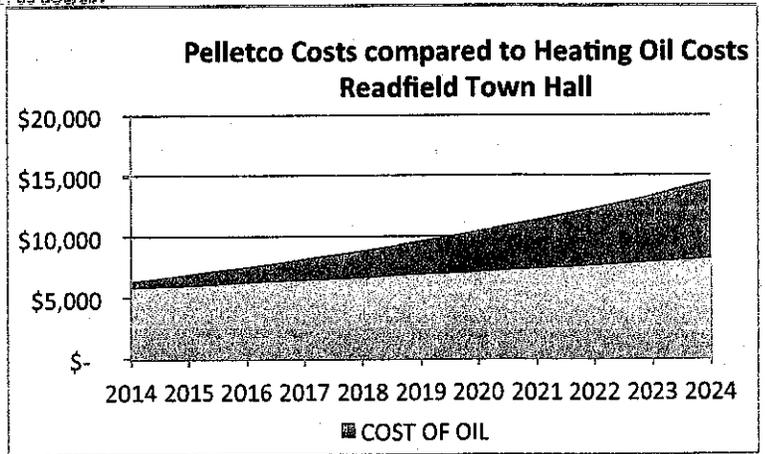
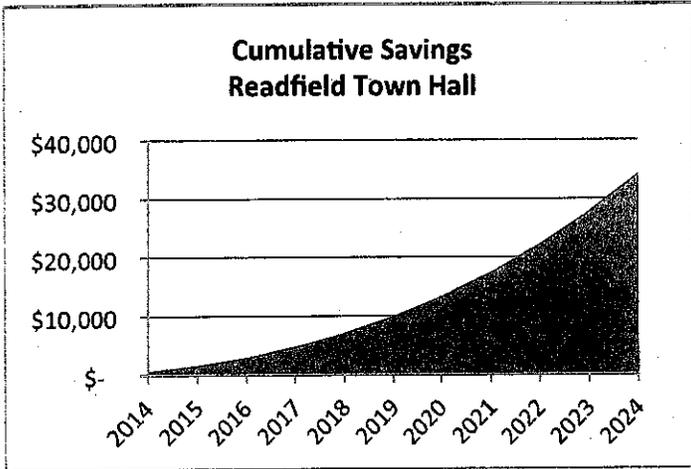


Source: US DOE/EIA

Until recently, oil prices have risen steadily over the past 10 years, How long will it be before they rise again?

In total Pelletco Delivers \$640 in savings this year compared to what you would pay for oil. The savings will continue to increase over time.

We anticipate steady growth in yearly savings and we are confident our solution can save you more than \$34,304 over the length of the contract





**Pelletco, LLC
Proposal for
Readfield, Me Town Hall**

Next Steps

Please review this proposal, which can and should be modified to correct any assumptions. After you are comfortable that we have correctly captured your existing situation and you wish to proceed, we will provide you with a draft contract for your review. Upon completion of the contract we will order the equipment and begin installation for you.

We anticipate being able to take your heat load between 6-8 weeks from receipt of the signed contract. We stand ready to support you in presenting this proposal to your colleagues. Please let us know what additional information you would find helpful.

* * *

In summary, you will never be worse off than you are today. You will see your heating costs decline immediately and know your future heating costs while paying only for the heat that is used with NO CAPITAL commitment—a true “WIN” proposal. We appreciate the opportunity to propose reducing your heating costs and air emissions.

Sincerely,

Pelletco, LLC
Nathan LaCroix

We look forward to working with you!



**PRESS RELEASE
FOR IMMEDIATE RELEASE**

Maine Biomass Prepared for US & China Climate Agreement

Orono, ME – November 14, 2014 – The climate agreement reached between the US and China regarding an emissions reduction by 2025 will have effects on New England businesses and communities, and the biomass market offers solutions to significantly decrease carbon emissions while also supporting the local energy economy.

Pelletco LLC, a Maine biomass heat provider, has already met the demand of early adopting businesses by providing an innovative and zero transition cost product that decreases heating costs and drastically decreases carbon emissions. In 2014 alone, Pelletco LLC has displaced 150,000 gallons of oil, equating to 3.9 million pounds or almost 2000 tons of carbon emissions from the environment.

"Pelletco LLC is pleased to play a role in reducing carbon dioxide emissions in Northern New England," noted James Knight, president of Pelletco LLC. "People can now take action to control their heating source, their costs and reduce their carbon emissions by using wood pellets for their heating needs today."

The agreement between the White House and China is a bold step for two of the world's largest polluters. Here, the White House describes the agreement:

"The United States intends to achieve an economy-wide target of reducing its emissions by 26 percent - 28 percent below its 2005 level in 2025 and to make best efforts to reduce its emissions by 28 percent."

"China intends to achieve the peaking of CO2 emissions around 2030 and to make best efforts to peak early and intends to increase the share of non-fossil fuels in primary energy consumption to around 20 percent by 2030."

This is a phenomenal step in the politics of climate change, and drastic changes will be required to meet these lofty goals. However, the proof is in the science, for example the 2014 National Climate Assessment indicated that biomass could offset up to 30% of US Petroleum consumption. Fortunately Pelletco LLC has already defined the steps required for businesses to drastically lower heating emissions in an extremely cost effective manner.

"We provide customers the opportunity to reduce their carbon footprint at zero cost while taking control of their energy costs and eliminating the uncertain roller coaster ride of heating oil and other fossil fuels including propane," said Knight. "We're using 100% local sustainable wood pellets which reduce carbon emissions by over 90% and this supports and strengthens New England's local energy economy."

###

About Pelletco: Pelletco offers a zero cost sustainable solution for businesses, schools and institutions that reduces heating costs up to 20% and lowers emissions up to 90%. Pelletco's Heat Sale Program is unique in that all the upfront capital required to install the efficient and sustainable heating system, ongoing maintenance, and the delivery of wood pellets is covered, while the end user benefits by saving money and reducing emissions. The program also delivers additional benefits to the local energy economy by creating meaningful local jobs, reducing reliance on oil, reinvesting savings into businesses, and by providing leadership opportunities for businesses that care for environmental stewardship.

For media enquiries please contact:

Colin Boyd
cboyd@thepelletco.com
1 (207) 703 9044
www.pelletco.com

#5

Boards,

Committees,

Commissions

5. Boards, Committees, Commissions & Departments:

Annual Chairs Meeting: A message went to all chairs of Town boards, committees, and commissions to confirm attendance at the annual meeting with the Select Board on either January 5th or 20th at 6:30 PM at Maranacook High School again. The Town Manager has received a few responses and will inform the Select Board and chairs of the date that works best for most attendees.

The Budget Committee confirmed a schedule for meetings: January 13, 21, 28, and February 11, 2015. The Select Board is encouraged to attend any or all of these meetings to hear the same presentations as the Budget Committee. The schedule was made to accommodate availability of Budget Committee members who had conflicts with other evenings.

Cemetery Committee: Please see attached meeting minutes.

Readfield Cemetery Committee Meeting Minutes
October 20, 2014
Approved 12/8/2014

Committee Members Present: Grace Keene, Marianne Perry, Deb Doten, Evelyn Potter, Lydia Adelson, Brenda Lake, Sandra Rourke

Committee Members Excused: Pam Osborn, Lorraine Wagner

Select Board Liaison: Absent

Staff: Karen Peterson, Sexton Excused

The meeting began at 10:05 at the Town Office.

Meeting Minutes: Meeting Minutes for September were reviewed. Motion made by Lydia Adelson to accept the meeting minutes. The motion was seconded by Marianne Perry. There was no further discussion. Motion was **approved 8-0**.

Sexton's Report: Karen Peterson is still on leave for health reasons. She hopes to be working the last week in October. Spraying to remove poison ivy at the Case Cemetery has been completed. The RFP to repair the granite walls at Case and Readfield Corner Cemeteries. There were no bids submitted for this work. The pulling stones may be placed next week.

Signs for Readfield Corner Cemetery: There have been complaints about dog waste on grave sites at the Readfield Corner Cemetery. Families have been seen playing ball with children and dogs in addition. People are also using area by the trails as a place to park. The committee agrees that there should be signage that directs this type of activity to the Fairgrounds area. Grace will discuss this issue with Karen for further action.

Joint Budget /Cemetery Committee Meeting: Notes from the joint meeting were reviewed. Deb will email these to all. A printed copy was given to Sandra Rourke today.

Stone Repair: One of the suggestions from the joint meeting with the Budget Committee was to have a total inventory of the stones in need of repair. Deb, Karen and Grace briefly met on 10/18 and began to identify all of the stones needing repair at the Readfield Corner Cemetery. Only a small section was completed. We will schedule a work day to finish this list (See Attachment Stone Repair Sheet)

Living Fence Update: Three landscapers were invited to give estimates for this project. One has submitted an estimate to date.

Memorial Garden Update: Two crab trees have been purchased at a recent sale and have been planted at the Readfield Corner Cemetery. Sandra Rourke noted that the trees did not look well. Deb and Marianne Perry will look into this.

Lydia Adelson was excused at 10:50.

Mowing Cost: As of today, the mowing costs for the cemeteries, including maintenance, is \$6667.32. Teresa keeps this cost on a separate spreadsheet. The cost includes salary, benefits, taxes, and maintenance.

Next Meeting: November 17, 2014 at 10:00 am.

Other Dates:

Clean up day will be 11/12/2014.

History Walk focusing on historical stones 11/14/2014 at 10:00 am at the Case Cemetery.

Attachment 1: Draft Worksheet for Stone Repair - Review Purposes Only

Grave Stone Repair Summary for Readfield Cemeteries					
Prepared: October 18, 2014					
Key:	Priority 1 = Stones Broken or Lying Down				
	Priority 2 = Stones In Danger of Falling or Breaking				
	Priority 3 = General Straightening				
Readfield Corner/B					
Stone	Priority 1	Priority 2	Priority 3	Cost Estim	
John Smith	x				
F. Spencer	x				
G. Spencer			x		
Spencer			x		
S. Sanborn			x		
C. Smith	x				
D. Smith	x				
L. Smith		x			
S. Smith	x				
S. Smith		x			
C. Smith				3	
Whitten H.		x			
Whitten A.		x			
A. Cole		x			
S. Cole		x			
T. Cole	x				
Havary (double stone)		x			

#6 Purchasing

Policy (final)

6. Purchasing Policy, Final Reading

Please see the revision below with changes from the previous Select Board meeting. A clean copy will be available for signing if approved as this version.

Purchasing Policy for the Town of Readfield

Purpose - The Town of Readfield spends a considerable portion of its annual budget purchasing goods and services for the administration of Town business. It is important that these purchases be made in a businesslike manner, assuring accountability for the expenditure of Town funds. The Select Board directs the Town Manager and/or designees to use the policy described below to guide them in making purchases on the Town's behalf. It is the intent of this policy to set out the rules and guidelines for the purchase of goods and services.

Policy – The Board shall make bid and quote openings and contract awards during regular Select Board meetings or direct the Town Manager to set and publicize a public opening. It is recommended that a Select Board member attend this type of public opening.

A. Bidding for Goods and Services Non-Roadwork:

It is the intention of the Board that purchases made for or on behalf of the Town be as economical as possible while still meeting the required standards. To that end the Town implements the following rules:

1. For all non-road related purchases over \$5,000, the Town will request bids through written Requests for Proposals (RFP's). At a minimum the RFP will clearly describe the work to be done, or the purpose of the goods to be purchased, the time frame for delivery, and any specifications required. A closing date will be established beyond which no other bids will be reviewed, and review criteria established for selecting the winning bid. No emailed or faxed bids will be accepted.
2. Exceptions to using the written bidding process may only be made following a majority vote of the Board. In an emergency, this may be done by telephone/e-mail with a confirming vote at the next Board meeting.
3. Purchases of less than \$1,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.
4. For all purchases made which cost between \$1,000 and \$4,999 sealed written quotes shall be solicited from at least three vendors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be

accepted. The vendors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

5. If multiple vendors are not available for a particular item or service, or if there is an emergency need, the purchase may be made on a sole source basis. These purchases must also be indicated to the Board at their regular meetings.

B. Roadwork-Related Purchases:

1. In January of each year the Town Manager shall send out to all area contractors a request for quotes on labor, equipment and material rates for the upcoming year. All contractors submitting quotes will be held to the prices submitted in their quotes for all work performed for the Town during that year.
2. For emergency repair roadwork the Town Manager will use contractors from the list of those submitting quotes seeking to get the best quality work for the lowest cost. All work let out under this section will be reported to the Board during their regular meetings.
3. For all major road construction/reconstruction projects the Town Manager shall use the written RFP process to select the contractor to perform the work. Alternatively, with Board approval, the Town Manager and/or designee may act as General Contractor on behalf of the Town, using quoted prices for contracted services and equipment to perform major road construction/reconstruction projects.
4. For all road maintenance work over \$5,000 the Town Manager shall solicit sealed written quotes from at least 3 contractors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. The contractors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

C. Past due Taxes:

It shall be the policy of the Town of Readfield to accept contract bids for work authorized by the Town from individuals, partnerships, businesses etc. without regard for any past due taxes owed to the Town of Readfield by the bidder.

Regular bid procedures and awarding of contracts will be followed in all cases.

Any vehicles used for Town work must have a current registration (if required legally) and valid inspection sticker.

However, before any contract is awarded and signed by the Town, bidders must be in good financial standing with the Town and provide proof that all past due / overdue personal property taxes have been paid or have a signed payment agreement with the Town prior to award. If the Town awards a contract to a business that has past due /overdue personal property taxes owed to the Town, any payments(s) made for work done under the pending contract will be deducted from what the business owes the Town.

Individuals (sole proprietors), partnerships, and businesses not registered in Readfield but doing contract work with Readfield must be in good financial standing with their respective towns and must provide proof that all personal property taxes owed to their respective municipalities have been paid or have a signed payment agreement with the respective town prior to any contract award.

Select Board Approved: December 15, 2014

Sue Reay, Chair _____

Val Pomerleau, Vice Chair _____

Greg Durgin _____

Allen Curtis _____

Tom Dunham _____

Attested as a true copy:

Robin Lint, Town Clerk

Date:

saved: TClerk\Policies & Procedures\Current Adopted Policies\

Purchasing Policy 04-08-04, amended 02-11-13, 11-04-13, and 12-15-2014

#7

**Firearms
Ordinance
(REC recom.)**

7. Firearms ordinance: RCC recommendation

Dan Meyer of the Readfield Conservation Commission (RCC) will attend the meeting to review the attached recommendation and map from the RCC about changes to the Fairgrounds Management plan and possible impact on the property covered under the Town's Firearms ordinance. This was discussed previously at the November 17, 2014 Select Board meeting

The RCC has stewardship responsibility for the Fairgrounds according to the property's Select Board-approved management plan, and can make recommendations to the Select Board on changes to that plan. The Firearms ordinance is Town Meeting-approved. The Select Board can offer ordinance changes for the voters to consider.

MEMORANDUM

TO: Readfield Select Board

FROM: Readfield Conservation Commission

RE: Review of Hunting Restrictions on Town Conservation Properties and Recommended Changes

DATE: December 10, 2014

Over the past month, the Readfield Conservation Commission (RCC) has reviewed the hunting policies found in each of the management plans for the Town's conservation properties. Each of these management plans were prepared by the Commission and then approved by the Select Board.

With regards to hunting policies, RCC's generally philosophy is to permit hunting on the Town's conservation properties except where there are overriding public safety or ecological factors. The **current management plans** for the Town's four conservation properties address hunting matters as follows:

- Town Forest – Hunting permitted throughout property
- Torsey Pond Nature Preserve – Hunting prohibited from land (waterfowl hunting from water allowed)
- Readfield Fairgrounds – Hunting permitted in accordance with Town Ordinance (shotgun only; no firearm discharge within 500' of school property and 300' of residences)
- Fogg Farm – Plan ties hunting policy to hunting activity on surrounding lands.

As a result of this review, the Commission **proposes the following policy changes** to the Select Board for approval:

Readfield Fairgrounds Management Plan

When the original Fairgrounds Management Plan was developed by RCC in 1995, the Fairgrounds property was undeveloped open space with just a few old woods roads and was occasionally hunted, mostly by upland bird hunters. In the 19 years since the original plan was approved, there have been substantial changes to the Fairgrounds property which warrant a re-examination of the hunting policy specifically:

- The conveyance of several acres of the Fairgrounds to expand the Readfield Corner Cemetery.
- The development of an extensive system of graveled trails throughout the property that, in combination with the Town's new sidewalk, are widely used by town residents for exercise and for traveling between locations in the village area. The trails are used by athletic teams for running and by students traveling to and from school. In addition, horseback riders occasionally use the property.
- The development of a ball field which will become operational in 2015. Primary use of the ball field for league play will be in the spring, but it will be open to the public for general use at other times. Several hunting seasons, including turkey, grouse and woodcock, overlap times when the field will be in active use.

In addition, the limited use of the property for hunting has diminished further over the years and is now extremely rare. Lastly, the required no-shooting setbacks from residences (300') and school property (500') already remove much of the property from hunting use.

As a result of these considerations, **RCC recommends that the Select Board approve the following amendment to the hunting policy of the Fairgrounds Management Plan in light of public safety considerations:**

Delete the following language on page 5:

Currently, the property is occasionally hunted by town residents, primarily for upland birds. The property is located within a part of town designated for "shotgun only" hunting. Shooting restrictions apply within 500' of the school property and 300' of surrounding residences. At this time, no change is recommended in the availability of the property for hunting, however it is a situation that should be closely monitored to determine whether unsafe conditions exist.

And replace it with the following:

The property is located within a part of town designated for "shotgun only" hunting. Over the past decade, the Fairgrounds property has been rarely hunted. With the development of an expansive system of graveled trails and the construction of a ball field, recreational use of the Fairgrounds property by the public, including students of all ages, has increased significantly and will continue to grow in the future. Because of public safety concerns, hunting shall no longer be permitted on the Fairgrounds property.

Fogg Farm Conservation Area

Page 3 of the current Fogg Farm Conservation Area Management Plan reads as follows:

Because of its small size, it is recommended that use of the property for hunting be consistent with the practices on abutting properties. As long as the abutting properties are open to hunting, it is recommended that this parcel not be posted. If, in the future, the abutting properties are placed off limits to hunting, the Town should adopt a similar policy. To do otherwise would be a problem. If, for example, hunting were to be prohibited on the parcel, but was allowed on surrounding land, it would give people the misleading message that that it is safe to walk on the land during hunting season when in fact it is not. Conversely, to allow hunting on a 15-acre parcel surrounded by posted land also does not make sense.

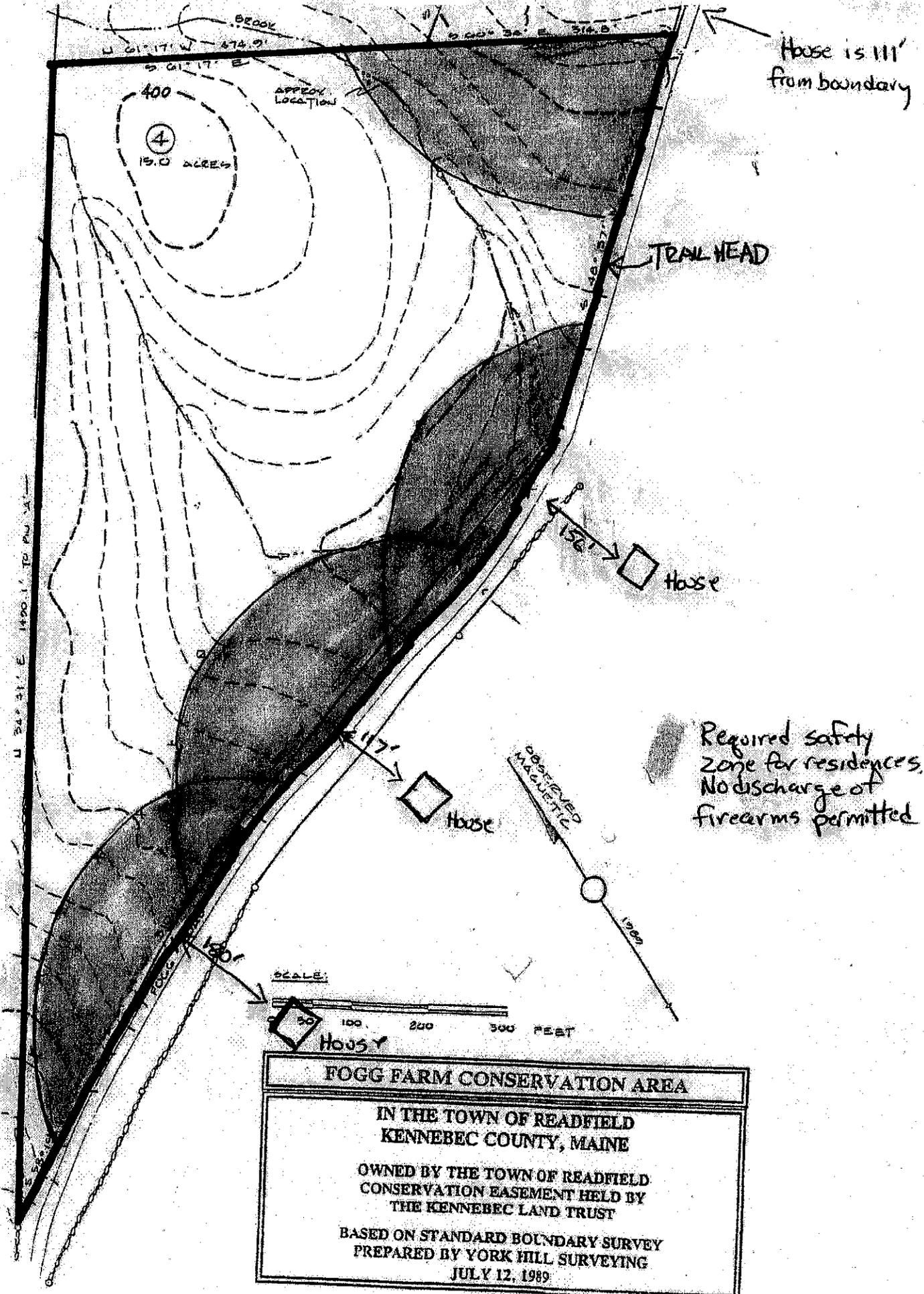
Currently, the surrounding land is posted. However, the landowner does hunt the property himself and grants permission to a number of hunters. Approximately 40% of the property falls within the safety zone for four surrounding residences, leaving only about 8-9 acres available for hunting (see attached map).

This makes for a challenging policy decision. **In an effort to balance the objectives of hunters and public safety, RCC recommends leaving the management plan as-is and institute a policy by which someone who is interested in hunting on the Fogg Farm property is asked to first check with the Town Office which would provide him/her with a map of the property and the required safety zones.** In this way, hunters will be made aware of the limited area that is available for hunting on the property and act accordingly.

Potential Amendments to the Town's Firearms Ordinance

The management of the Town's conservation properties for various public uses (e.g. hunting, camping, motorized vehicles, etc.) are dictated by the management plan for each property which are proposed by RCC and approved by the Select Board. RCC then attempts to provide signage on each property informing the public of which uses are permitted and which are prohibited.

RCC understands that the Select Board has discussed the possibility of amending the Town's 2011 Firearms Ordinance to indicate where hunting is prohibited on public or quasi-public properties. Currently, the only properties covered in the ordinance are school properties and the transfer station. RCC does not have a position on whether to amend the Firearms Ordinance as it is the management plans which govern hunting policy on the properties (provided that such plan is not inconsistent with the ordinance). However, if the Select Board decides to amend the ordinance, the amendment should incorporate hunting restrictions on all public and quasi-public properties in Town including: other conservation properties (e.g. Torsey Pond Nature Preserve), Town Beach, town cemeteries, Carleton Pond (which is a State Game Sanctuary) and possibly land trust ownerships.



House is 111'
from boundary

TRAIL HEAD

Required safety
zone for residences.
No discharge of
firearms permitted



FOGG FARM CONSERVATION AREA

**IN THE TOWN OF READFIELD
KENNEBEC COUNTY, MAINE**

**OWNED BY THE TOWN OF READFIELD
CONSERVATION EASEMENT HELD BY
THE KENNEBEC LAND TRUST**

**BASED ON STANDARD BOUNDARY SURVEY
PREPARED BY YORK HILL SURVEYING
JULY 12, 1989**

#8
Transfer Station
haulers Permits
for 2015

8. Transfer Station haulers permits for 2015

Please review the attached applications from the four Commercial Haulers permitted to use the Transfer Station:

- Simmons Trucking
- Worthing Waste Systems
- Tri-Town Sanitation/Archies Inc.
- Looking Good, Inc.

The Town requires all commercial haulers to have an annual (calendar year) permit to use the Transfer Station. All of these permit holders are in good standing with the Town, having used the facility for many years, and two applications are in order.

Looking Good Inc. has a complete application, except for updated insurance information. The owner, Earl Welch, Jr will fax this from Florida. The Select Board could consider approving Looking Good's permit pending receipt of updated insurance information, and the permit will be held until the Town receives this.

Tri-Town/Archie's Inc. has a complete application, except for the permit fee. The owner, Alan Archibald said he has mailed the check. The Select Board could consider approving Tri-Town's permit pending receipt of the permit fee, and the permit will be held until the Town receives this.

Commercial haulers in good standing applying for a permit renewal are not required to attend the meeting.

The current annual permit fee is \$75 and has remained unchanged for several years.

The new permits will allow the haulers to use the Transfer Station for the calendar year January 1, 2015 – December 31, 2015.

**Readfield & Wayne Transfer Station
Commercial Haulers Annual Permit Application 2015**

Company Name: Archives Inc.
Owner/Representative: Alan Archibald Tel. # 800-364-2425
Mailing Address: PO Box 367 Mexico, Me. 04257
Street Address, if different: 360 River Road

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

In mail

- 1.) A fee of \$75 was paid on _____ date, and collected by _____.
 - 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, Dec. 12, 2014.
 - 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, Dec. 12, 2014.
 - 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on Dec. 12, 2014.
-

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Volvo</u>	<u>WG</u>	<u>2001</u>	<u>8A-6926</u>
1.2	<u>GMC</u>	<u>C3</u>	<u>1992</u>	<u>786-023</u>
1.3	<u>Ford</u>	<u>LN8000</u>	<u>1995</u>	<u>6A-1320</u>

2-A.) As of January 1, 2015 we will service # 35 year round customers, # 5 Summer customers, and # 7 commercial customers.

Readfield & Wayne Transfer Station Commercial Haulers Annual Permit Application 2015

Names & estimated volume of waste from commercial customers:

NAME	ESTIMATED VOLUME (cu/yds.) week
1 <u>Merkle Cate Trucking (2yd/wk) Wayne Community Church (2 BAGS)</u>	
2 <u>Cobb Corner Store (1yd/wk) Johnny Auto (2yd/wk)</u>	
3 <u>Wayne General Store (1yd/wk) Tubby's Ice Cream (1yd/wk) 5</u>	
4 <u>PostMaster- Wayne (1 BAG)</u>	

2-B.) As of July 1, 2015 we will service # _____ year round customers, # _____ Summer customers and # _____ commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2014 Yes No (If yes use the section below)

NAME ESTIMATED VOLUME (cu/yds.) week

Additions:

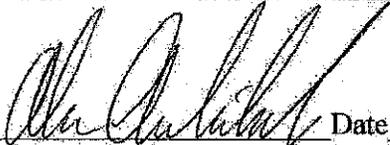
- 1 _____
- 2 _____
- 3 _____

Subtractions:

- 1 J+S ^{Creative} Metal Work (1yd/wk) _____
- 2 _____
- 3 _____

3.) A list of other municipalities where you are permitted to haul main stream waste:

- | | | |
|------------------------|---------------------|---------------------|
| 1 <u>Rumford</u> | 2 <u>Ferry</u> | <u>Chesterville</u> |
| 3 <u>Pleixo</u> | 4 <u>New Sharon</u> | <u>Temple</u> |
| <u>Livermore Falls</u> | | |

Application was completed by:  Date 12-12-14

Readfield & Wayne Transfer Station
Commercial Haulers Annual Permit Application 2015
RECYCLING PLAN

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial A.A.

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial A.A.

3.) I pick up MSW on Thursday (day) and Recyclables on Thursday (day). Initial AA

4.) I pick up the following: Demo; Tires; Mattresses/Furniture; Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial _____

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): 4, and for 4 MSW.

Initial A.A.

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

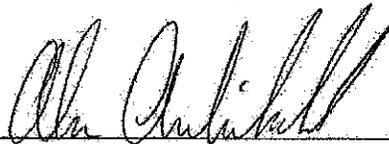
Initial A.A.

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial A.A.

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature: _____



Date: 12-12-14



ARCHINC-01

HEIDI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RIG Insurance Services, LLC 336 Water Tower Circle Colchester, VT 05446	CONTACT NAME: Heidi Blondin PHONE (A/C, No, Ext): (802) 861-4477 E-MAIL ADDRESS: heidi@rigprotect.com FAX (A/C, No): (802) 861-4440														
INSURED Archie's Inc. P.O. Box 367 Mexico, ME 04257	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Penn-America Insurance Co.</td> <td>32859</td> </tr> <tr> <td>INSURER B: Zurich American Ins. Co.</td> <td>16535</td> </tr> <tr> <td>INSURER C: MEMIC</td> <td>14164</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Penn-America Insurance Co.	32859	INSURER B: Zurich American Ins. Co.	16535	INSURER C: MEMIC	14164	INSURER D:		INSURER E:		INSURER F:	
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INSURER C: MEMIC	14164														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PAV0007563	02/21/2014	02/21/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	BAP5473591-02	02/21/2014	02/21/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	1810041083	02/19/2014	02/19/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - PER EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Coverages Schedule, may be attached if more space is required)

By virtue of Provision C of the who is insured provision of the above auto liability policy, Town of Readfield is named an additional insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Readfield 8 Old Kents Hill Road Readfield, ME 04355	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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**Readfield & Wayne Transfer Station
Commercial Haulers Annual Permit Application 2015**

Company Name: Looking Good, Inc.

Owner/Representative: James M Diamond Sr. Tel. # 207-242-8204

Mailing Address: P.O. Box 172 Readfield Me. 04355

Street Address, if different:

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on 12-11-14 date, and collected by Robin.
 - 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, _____.
 - 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, Dec. 11, 2014.
 - 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on Dec. 11, 2014.
-

(TO BE FILLED OUT BY APPLICANT)
Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.
- | | MAKE | Model | YEAR | PLATE # |
|-----|-------------|-------------|-------------|----------------|
| 1.1 | <u>Ford</u> | <u>F250</u> | <u>2001</u> | <u>EA-9862</u> |
| 1.2 | _____ | _____ | _____ | _____ |
| 1.3 | _____ | _____ | _____ | _____ |

2-A.) As of January 1, 2015 we will service # 64 year round customers, # 20 Summer customers, and # 0 commercial customers.

Readfield & Wayne Transfer Station Commercial Haulers Annual Permit Application 2015

Names & estimated volume of waste from commercial customers:

	NAME	ESTIMATED VOLUME (cu/yds.) week
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

2-B.) As of July 1, 2015 we will service # _____ year round customers, # _____ Summer customers and # _____ commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2014 Yes ___ No ___ (If yes use the section below)

NAME ESTIMATED VOLUME (cu/yds.) week

Additions:

1	lost 2 4	_____
2	gain 4	_____
3	_____	_____

Subtractions:

1	lost 7	_____
2	_____	_____
3	_____	_____

3.) A list of other municipalities where you are permitted to haul main stream waste:

1	_____	2	_____
3	_____	4	_____

Application was completed by: _____ Date _____.

**Readfield & Wayne Transfer Station
Commercial Haulers Annual Permit Application 2015
RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial JMD

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I **will provide written notification** to the Readfield Town Manager that this customer is not following the Ordinance.

Initial JMD

3.) I pick up MSW on Thur/Fri (day) and Recyclables on Thur/Fri (day). Initial JMD

4.) I pick up the following: Demo; Tires; Mattresses/Furniture; Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial JMD

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass):
___, and for ___MSW.

Initial JMD

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial JMD

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial JMD

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. **I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.**

Hauler's Signature: James M Diamond Jr Date: 12, 11, 2014

Readfield & Wayne Transfer Station Commercial Haulers Annual Permit Application 2014

Company Name: Simmons Trucking

Owner/Representative: James Simmons Jr. Tel. # 441-8979

Mailing Address: P.O. Box 462, Readfield, Me. 04355

Street Address, if different: 11 Frost Lane

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2014 THRU DECEMBER 31, 2014. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on Dec. 11, 2014 date, and collected by Robin Lit
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, Dec. 11, 2014
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, Dec. 11, 2014
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on Dec. 11, 2014

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Ford</u>	<u>F 350 SD</u>	<u>2006</u>	
1.2	<u>Ford</u>	<u>F 350</u>	<u>2000</u>	
1.3				

- 2-A.) As of January 1, 2014 we service # 68 year round customers, # 2 Summer customers, and # _____ commercial customers.

Readfield & Wayne Transfer Station

Commercial Haulers Annual Permit Application 2014

Names & estimated volume of waste from commercial customers:

	NAME	ESTIMATED VOLUME (cu/yds.) week
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

2-B.) As of July 1, 2014 we will service # 68 year round customers, # 2 Summer customers and # 0 commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2014 Yes ___ No ___ (If yes use the section below)

	NAME	ESTIMATED VOLUME (cu/yds.) week
Additions:		

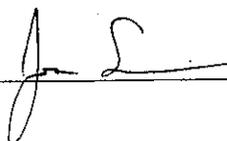
1	_____	_____
2	_____	_____
3	_____	_____

Subtractions:

1	_____	_____
2	_____	_____
3	_____	_____

3.) A list of other municipalities where you are permitted to haul main stream waste:

1	<u>Augusta</u>	2	<u>Manchester</u>
3	<u>Hallowell</u>	4	_____

Application was completed by:  Date Dec 11, 2014

Readfield & Wayne Transfer Station
Commercial Haulers Annual Permit Application 2014
RECYCLING PLAN

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial JS

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I **will provide written notification** to the Readfield Town Manager that this customer is not following the Ordinance.

Initial JS

3.) I pick up MSW on Thurs. (day) and Recyclables on Thurs. (day). Initial JS

4.) I pick up the following: Demo; Tires; Mattresses/Furniture; Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial JS

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): , and for MSW.

Initial JS

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial JS

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial JS

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. **I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.**

Hauler's Signature:  Date: Dec 11, 2014

State Farm®
Providing Insurance and Financial Services



One State Farm Dr
Concordville PA 19339

Attached as requested are your replacement insurance identification cards. If the attached cards are not accepted by a law enforcement agency or your Department of Motor Vehicle office, please contact your agent to receive additional assistance.

Thank you for choosing State Farm for your insurance needs.

IMPORTANT - IDENTIFICATION CARDS
STATE FARM

State Farm
MAINE MOTOR VEHICLE
INSURANCE IDENTIFICATION CARD

INSURED **SIMMONS, JAMES JR** MUTL VOL

POLICY NUMBER **001 6490-D27-19F** EFFECTIVE
YR **2000** MAKE **FORD** OCT 27 2014 TO APR 27 2015
MODEL **F350** VIN **1FDWF37S5YEE25889**
AGENT **MIKE ALDEN** 1170-A89
PHONE **(207)395-2118** NAIC **25178**

A BODILY INJURY/PROPERTY DAMAGE LIABILITY
C MEDICAL PAYMENTS
D 100 DEDUCT COMPREHENSIVE
G 500 DEDUCT COLLISION
U

SEE REVERSE SIDE FOR ADDITIONAL COVERAGE INFORMATION

State Farm THIS CARD MUST BE CARRIED IN THE INSURED MOTOR VEHICLE FOR PRODUCTION UPON DEMAND THE COVERAGE PROVIDED BY THE POLICY MEETS THE MINIMUM LIABILITY LIMITS PRESCRIBED BY LAW

IF YOU HAVE AN ACCIDENT - NOTIFY THE POLICE IMMEDIATELY
1. Get names, addresses, and phone numbers of persons involved and witnesses. Also get driver license numbers of persons involved and license plate numbers/states of vehicles.
2. Don't admit fault or discuss the accident with anyone but State Farm or police.
3. Promptly notify your agent, log on to statefarm.com, or visit State Farm Pocket Agent® to file a claim.

For Emergency Road Service call 1-877-827-5757.
EXAMINE POLICY EXCLUSIONS CAREFULLY. THIS FORM DOES NOT CONSTITUTE ANY PART OF YOUR INSURANCE POLICY.
How to identify your coverage. See policy for full name and definition

A Liability	L Physical Damage	U Uninsured Motor Vehicle
C Medical Payments	R1 Car Rental and Travel Expenses	UNDC Use of Nonowned Cars
D Comprehensive	S Death Dismemberment and Loss of Sight	Z Loss of Earnings
G Collision		
H Emergency Road Service		

KEEP A CARD IN YOUR CAR.
THIS CARD IS INVALID IF THE POLICY FOR WHICH IT WAS ISSUED LAPSES OR IS TERMINATED.
KEEP YOUR CURRENT CARD UNTIL THE EFFECTIVE DATE OF THIS CARD.
MANY STATES REQUIRE EVIDENCE OF INSURANCE ON DEMAND. ONE OF THESE CARDS SHOULD BE CARRIED IN THE VEHICLE AT ALL TIMES.
A toll free number is available for Emergency Road Service and is located on your insurance card.

IMPORTANT - IDENTIFICATION CARDS
STATE FARM

State Farm
MAINE MOTOR VEHICLE
INSURANCE IDENTIFICATION CARD

INSURED **SIMMONS, JAMES JR** MUTL VOL

POLICY NUMBER **001 6490-D27-19F** EFFECTIVE
YR **2000** MAKE **FORD** OCT 27 2014 TO APR 27 2015
MODEL **F350** VIN **1FDWF37S5YEE25889**
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PHONE **(207)395-2118** NAIC **25178**

A BODILY INJURY/PROPERTY DAMAGE LIABILITY
C MEDICAL PAYMENTS
D 100 DEDUCT COMPREHENSIVE
G 500 DEDUCT COLLISION
U

SEE REVERSE SIDE FOR ADDITIONAL COVERAGE INFORMATION

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IF YOU HAVE AN ACCIDENT - NOTIFY THE POLICE IMMEDIATELY
1. Get names, addresses, and phone numbers of persons involved and witnesses. Also get driver license numbers of persons involved and license plate numbers/states of vehicles.
2. Don't admit fault or discuss the accident with anyone but State Farm or police.
3. Promptly notify your agent, log on to statefarm.com, or visit State Farm Pocket Agent® to file a claim.

For Emergency Road Service call 1-877-827-5757.
EXAMINE POLICY EXCLUSIONS CAREFULLY. THIS FORM DOES NOT CONSTITUTE ANY PART OF YOUR INSURANCE POLICY.
How to identify your coverage. See policy for full name and definition

A Liability	L Physical Damage	U Uninsured Motor Vehicle
C Medical Payments	R1 Car Rental and Travel Expenses	UNDC Use of Nonowned Cars
D Comprehensive	S Death Dismemberment and Loss of Sight	Z Loss of Earnings
G Collision		
H Emergency Road Service		

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KEEP YOUR CURRENT CARD UNTIL THE EFFECTIVE DATE OF THIS CARD.
MANY STATES REQUIRE EVIDENCE OF INSURANCE ON DEMAND. ONE OF THESE CARDS SHOULD BE CARRIED IN THE VEHICLE AT ALL TIMES.
A toll free number is available for Emergency Road Service and is located on your insurance card.



VEHICLE INFORMATION

Review your policy information carefully. If anything is incorrect, or if there are any changes, please let us know right away.

Vehicle Description	Vehicle Identification Number (VIN)	Who principally drives this vehicle?	How is this vehicle normally used? National average: 12,000 miles driven annually per vehicle
2006 FORD F350SD	1FDWF37Y06EB38917	For this commercial vehicle, contact your agent for a full review of drivers.	
<i>Vehicle Body Type: Dump Truck (single rear axle), Vehicle Use: Service/Contractors, Business Description: Lawn Care Services, Radius of Operation: 50 miles, Annual Distance Driven: 6000 miles, Gross Vehicle Weight, Manufacturer's Suggested Retail Price</i>			



Premium Adjustment

Each year, we review our medical payments and personal injury protection coverages claim experience to determine the vehicle safety discount that is applied to each make and model. In addition, we review the comprehensive, collision, bodily injury and property damage claim experience

annually to determine which makes and models have earned decreases or increases from State Farm's standard rates. If any changes result from our reviews, adjustments are reflected in the rates shown on this renewal notice.

COVERAGE AND LIMITS See your policy for an explanation of these coverages.

A	Liability	
	Bodily Injury 500,000/500,000	
	Property Damage 100,000	\$160.15
C	Medical Payments 10,000	\$10.40
D	100 Deductible Comprehensive	\$50.05
G	500 Deductible Collision	\$82.47
U	Uninsured Motor Vehicle	
	Bodily Injury 500,000/500,000	\$40.04

If any coverage you carry is changed to give broader protection with no additional premium charge, we will give

you the broader protection without issuing a new policy, starting on the date we adopt the broader protection.

SURCHARGES AND DISCOUNTS

AUTOMOBILE RATING PLAN - Applies to private passenger cars only.

Accident-Free Discount - Once your policy has been in force for at least three years with no chargeable accidents, you may qualify for our Accident-Free Discount. Once you qualify, this discount applies as long as there are no chargeable accidents, and may even increase over time.

Good Driving Discount - Newer policyholders who do not yet qualify for our Accident-Free Discount (available after three years with no chargeable accidents) may already be

receiving a Good Driving Discount. This discount continues to apply until your policy qualifies for the Accident-Free Discount as long as there are no chargeable accidents and no new drivers. If you add new drivers, they must also qualify in order for your Good Driving Discount to continue.

Chargeable Accidents - For new business rating, an accident is chargeable if it results in \$750 or more of damage to any property. For renewal business, an accident is chargeable as of the date State Farm pays at least \$750 (for accidents occurring on or after April 1, 1999) under

(continued on next page)

Readfield & Wayne Transfer Station Commercial Haulers Annual Permit Application 2015

RECEIVED
DEC 08 2014

Company Name: Worthings Waste

Owner/Representative: William H Worthing # Tel. # 622-1412

Mailing Address: Po Box 174 Manchester Me 04351

Street Address, if different:

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on 12-8-14 date, and collected by RLC by card by phone.
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a commercial hauler is attached and was received on, 12-8-14.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 12-8-14.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 12/8/14.

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Sterling</u>	<u>Aeteca</u>	<u>08</u>	<u>602425</u>
1.2				
1.3				

2-A.) As of January 1, 2015 we will service # _____ year round customers, # _____ Summer customers, and # 8 commercial customers.

Readfield & Wayne Transfer Station

Commercial Haulers Annual Permit Application 2015

Names & estimated volume of waste from commercial customers:

NAME	ESTIMATED VOLUME (cu/yds.) week
1 <u>Bob Clark 2nd Elementary school</u>	<u>4 yds</u>
2 <u>Buss Garage 4 yrd Maranacook school</u>	<u>12 yds</u>
3 <u>Sawnders MFG 6 yrd Readfield family Mkt</u>	<u>4 yrd</u>
4 <u>Weather vane Rest Gyds Lee Hank</u>	<u>2 yds</u>

2-B.) As of July 1, 2015 we will service # 8 year round customers, # Summer customers and # 0 commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2014 Yes No (If yes use the section below)

NAME	ESTIMATED VOLUME (cu/yds.) week
------	---------------------------------

Additions:

1	_____
2	_____
3	_____

Subtractions:

1	_____
2	_____
3	_____

3.) A list of other municipalities where you are permitted to haul main stream waste:

1	<u> </u>	2	<u>Hatch Hill</u>
3	<u> </u>	4	<u>Winthrop Transfer</u>

Application was completed by: William Worthing Date 12-6-14

Readfield & Wayne Transfer Station Commercial Haulers Annual Permit Application 2015 RECYCLING PLAN

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers:

Initial W.H.W

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial W.H.W

3.) I pick up MSW on Thurs (day) and Recyclables on Thurs (day). Initial W.H.W

4.) I pick up the following: Demo; Tires; Mattresses/Furniture; Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): , and for MSW.

Initial W.H.W

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial W.H.W

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial W.H.W

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature: William H Worthing # Date: 12-6-14



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/8/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Readfield Insurance Agency 962 Western Ave P O Box 660 Manchester ME 04351	CONTACT NAME: Maria Jewett PHONE: (207) 620-7276 FAX: (207) 620-7284 E-MAIL: mjewett@readfieldinsurance.com
	INSURER(S) AFFORDING COVERAGE INSURER A: North East Insurance Company SAIC # 24007 INSURER B: Maine Employers' Mutual Ins Co 11149 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER: CL1471800316** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL PER WVR	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		318-0033056-08	2/10/2014	2/10/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (per one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LDC					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		318-0033056-08	2/10/2014	2/10/2015	COMBINED SINGLE LIMIT (EA OCCURRENCE) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured Motorist B-Bodily \$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	1810047521	7/27/2014	7/27/2015	WC STATU. TORY LIMITS OTH. ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 OWNER/OFFICERS EXCLUDED FROM WORKERS' COMP- William K Worthing, Rosalie Worthing and William J Worthing
 2008 Sterling Compactor Truck Vin# 2FZACGB628AZ75394 Town of Readfield is hereby named as an additional insured only as their interest may appear with respects to General Liability.

CERTIFICATE HOLDER 685-3420 Town of Readfield 8 Old Kents Hill Road Readfield, ME 04355	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Maria Jewett/MJ <i>Maria J. Jewett</i>
--	--

Thank you for your payment!

This service has been provided by Town of Readfield, ME and Point & Pay. We value your business. Please keep this receipt for future reference.

You have made a payment to Town of Readfield, ME . Town of Readfield Thanks You For Your Payment. Credit Card Services provided by Town of Readfield in connection with POINT & PAY.

Name: William Worthing
Address: PO Box 257, Manchester ME, US, 04351
Contact: 2076221412
Comments:

Payment ID: 16046185
Date: 12/08/14 11:12 AM
Subtotal: \$75.00
Fee: \$2.21
Total: \$77.21
Method: Credit or Debit Card(*****1146)

Item Purchased	Transaction Description	Account	Amount
Miscellaneous	CTYReadFieldGOV		\$75.00

Signature: by phone **Date:** 12, 8, 14
By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *CTYReadFieldGOV* . If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)

9

Secret

Ballot

Boos

9. Secret Ballot Process: results from workshops

The Select Board will review the results of the two workshops on the secret ballot process held on Dec. 4 & 11, 2014. Several members of the public participated in the first workshop and one returned to the second workshop.

#10
New Budget
Spreadsheet

10. New budget spreadsheet review

A draft version of this new spreadsheet will be reviewed in the meeting with a projector to demonstrate how it could be used in budget meetings. An electronic copy will be sent to the Select Board in advance of the meeting.

The spreadsheet will be revised as needed based on feedback from this meeting for use with the upcoming Budget Committee meetings that hopefully will include the Select Board as well.

**#11
Employee
Overtime
data**

11. Employee Overtime data

Please see the attached spreadsheet with employee overtime data recorded in the current fiscal year, from July 1, 2014. The notes include the type of work done during the overtime. The second section shows the compensatory or "comp" time earned and taken in lieu of overtime pay by different employees. Comp time is used as straight time off and does not result in direct higher personnel costs.

In all cases, the overtime was either authorized directly by the Town Manager to complete different tasks or to provide fill-in duties (i.e. at Transfer Station), or as required by the Personnel Policy (i.e. call-in duty on weekends).

This data is provided to assist analysis for the next fiscal year budget.

Overtime Hours earned in Current Fiscal Year since July 1, 2014

Employee	Pay Date	Hrs	Amount	Account	Notes
Kelley	7/31/2014	1.5	\$ 20.25	50-10-20-60	mowing 7/19/2014
Kelley	7/31/2014	6.75	\$ 91.13	70-10-20-60	TS fill-in 7/26/2014
Nichols	7/31/2014	2	\$ 41.34	10-10-20-60	Week-end Rental 7/13/2014
	10/9/2014	6	\$ 124.02	10-10-20-60	Week-end Rentals 9/21,27,28/14
Peterson	7/17/2014	8.25	\$ 165.70	70-10-20-60	TS fill-in 7/5/2014
	7/31/2014	2.75	\$ 55.23	25-10-20-60	Weekend ACO Calls
		8.25	\$ 165.70	70-10-20-60	TS fill-in 7/19/2014
	8/14/2014	2.5	\$ 50.21	25-10-20-60	Weekend ACO Calls
	11/6/2014	2	\$ 40.17	50-10-20-60	Leaves R Corner 10/31/2014
	11/20/2014	0.75	\$ 15.06	10-50-20-60	Week end Rental 11/9/2014
		1.5	\$ 30.13	25-10-20-60	ACO Calls 11/8, 9/14
		3.5	\$ 70.30	10-10-10-30	Election 11/4/2014
Shaw	7/31/2014	2	\$ 54.84	10-10-20-60	End of Day deposits Summary of the week
	Total	47.75	\$ 924.08		
Comp Time earned		OT Hrs		Straight Comp Hrs	
Birtwell	7/6-12/14	5		7.5	2.5 Roadside Mowing getting ready to go on Vacation Used following week same Pay Period
	8/24-30/14	2		3	
	8/31-9/6/14	5		7.5	2 hrs Call in on Holiday 9/1/14, 2 hrs call in 9/4/14, 1 Hr OT
	9/7-13/2014	1		1.5	-1.5 Earned 1.5, used 3
	9/21-27/14	8		12	Working with Contractors - D.R. Caron
	9/28-10/4/14	4		6	Roadside Shoulders
Lint	6/29-7/5/14	1.5		2.25	Used following week same Pay Period
	9/7-13/14	3.5		5.25	1.5 earned, 2 Hour week-end rental, Used 4.25 following week same Pay Period
	9/21-27/14	6.25		9.375	4.5 Drug Take back day, 1.75 OT, Used 9 hrs same pay period
	10/5-11/14	1.75		2.625	
	10/19-25/14	1		1.5	
	11/2-8/14	8.5		12.75	Election
Peterson	8/18/2014	1.75		2.625	ACO, 2 used same Pay Period
	Total	49.25		73.875	

12. Snowplow ordinance review

Please see the Snow Plowing Ordinance below, as enacted in 1977. This has not been updated since then, so the Select Board will review it as part of the effort to review all Town ordinances, and propose any updates or changes for Town Meeting voters to consider:

Snow Plowing Ordinance Enacted: March 12, 1977 Article 46

- A. No person shall plow, or push in any manner, snow or ice across any public way within the Town of Readfield, unless such plowing or pushing is done in such a manner as to:
 - 1.) Leave no ridge, lump or other trace of snow or ice within the traveled portion of such public way: and
 - 2.) Create no bulge or other protuberance in the banks along such public way.

- B. As used in this Ordinance, "public way" means any public highway or sidewalk, private way laid out under authority of statute, way dedicated to public use, or way upon which the public has a right of access or has access as invitees or licensees.

- C. Any person who violates this Ordinance shall be subject to a fine of up to \$100.00 for each offense.

True attested copy: _____

Robin L. Lint, Town Clerk

Date: _____

13. Other (if needed)

The Select Board could add agenda items for discussion or action as needed and agreed by a majority of members.

14. Public Communications:

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

15. Executive Session(s) (if needed)

Adjournment