

**Readfield Select Board  
Special Joint Meeting, Public Hearing and Regular Meeting  
Agenda**

**October 20, 2014**

**6:00 PM - Joint meeting with Wayne Select Board at the Readfield Town Office**

This joint meeting will review Transfer Station operations and other Interlocal topics.

**Regular Select Board Meeting starts: 7:00 PM**

**Location: Town Office**

**Pledge of Allegiance**

1. **Minutes:** Select Board meeting minutes of October 6 and 14, 2014 – 5 minutes
2. **Warrant: #8** – 5 minutes

**Communications – 30 minutes**

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments
  - a. New trail dedication
  - b. Cemetery Committee minutes
  - c. Conservation Commission minutes
  - d. Public Works Ad Hoc Committee minutes

**Appointments/Reappointments – 5 minutes**

6. RSU Board resignation: Ray Renner  
Trails Committee candidates: Will Harris and Ken Clark

**Unfinished Business:** None pending

**Public Hearing: General Assistance annual maximums**

**New Business:**

7. General Assistance annual maximums adoption - 5 minutes
8. Investment Portfolio review: Sam Tippet – 15 minutes
9. Veterans Motor Vehicle Excise Exemption – 15 minutes
10. Other (if needed)

**Public Communications:**

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

**Executive Session**

**Adjournment**

# Town of Readfield – SELECT BOARD

MINUTES

10/06/2014

6:30 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
MEMBERS ABSENT	None
MEETING TYPE	SELECT BOARD
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager – Stefan Pakulski, Milton R. Wright, Paul Mitnik, Joann Austin, Shelly Gerstein, Fran Lambelle, Larry Dunn, Stephan Thum, William Boucher, Lawrence Perkins, Cyrus Whitcomb

Agenda topics

<b>#1 MINUTES 09/10, 09/15, 09/22 &amp; 09/30 2014</b>	
MOTION	Motion by Selectperson Durgin to accept minutes of 09/10/2014 as written
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Selectperson Pomerleau to accept the minutes of 09/15/2014 as amended.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Selectperson Durgin to accept the minutes of 09/22/2014 as amended.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Selectperson Pomerleau to approve the minutes as written.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0

<b>#2 WARRANT 7 REVIEW</b>	
DISCUSSION	Selectperson Durgin asked the Town Manager if RHR Smith had responded to the Town paying the lesser amount. Mr. Pakulski said he had not heard back from anyone.
MOTION	Motion by Selectperson Dunham to accept Warrant #7, which includes payroll, in the amount of \$379,883.88.
SECOND	Second by Selectperson Durgin.
DISCUSSION	None
PASS/FAIL	Motion passes: 5-0

<b>#3 SELECT BOARD COMMUNICATIONS</b>	
DISCUSSION	<ol style="list-style-type: none"> <li>1) Review of the dates for the upcoming meetings in October. These can be found on the website.</li> <li>2) The Board needs to decide whether or not they will have a representative at each meeting again this year.</li> <li>3) Selectperson Curtis found the meeting with KVCOG very informative and informed the Board that there will be a class at the Readfield Town Office on 10/22 from 9 – 12 covering QuickBooks. Call Sarah Ross 453-4238.</li> <li>4) Selectpersons Pomerleau and Dunham will assist in providing as much information as possible, regarding the Australian Ballot Process, to hand out at the next public hearing which will include a scenario time line of the process if voters approve in November.</li> <li>5) Selectperson Durgin and Town Manager attended the MMA Convention and commented on the speakers and the classes and how much was learned.</li> </ol>

<b>PUBLIC HEARING OPEN AT 7:01 PM AUTOMOBILE GRAVEYARD</b>	
DISCUSSION	<ol style="list-style-type: none"> <li>1) CEO Paul Mitnik informed the Board that out of the four (4) sites in Readfield, Scott Lucas, Ken &amp; Mark Edgecomb were the two (2) that he is recommending a one (1) year permit and wants to give the others, Stephen Thum, &amp; Cyrus Witcomb, 90 days to comply.</li> <li>2) Each property owner has the opportunity to apply for his recyclers license or a hobbyists license.</li> <li>3) Ms. Joanne Austin is assisting Mr. Whitcomb with his application to the State and wants noted that this is quite a process and would like as much time as possible.</li> <li>4) The CEO received a legal note from Maine Municipal Association and the Town attorney that the recommendations that</li> </ol>

	<p>he is making to the Board are within the rights of the CEO.</p> <p>5) Selectperson Curtis would like to move forward as recommended by the Code Enforcement Officer.</p> <p>6) Mr. Thum will be applying for a Hobbyist License which has a requirement of only two (2) makes and two (2) models.</p>
RECONVENED IN OPEN SESSION	Close public hearing at 7:28 pm
MOTION	
SECOND	
PASS/FAIL	
<b>TAKEN OUT OF ORDER #11 TRAILS...NAMING OF</b>	
DISCUSSION	<p>1) Chairperson Reay thanked the Committee for submitting their meeting minutes.</p> <p>2) The Trails Committee recommends to the Board that the trail be named "Community Pathway".</p>
MOTION	Motion by Selectperson Durgin to accept the Trails Committee Recommendation of naming the trail "Community Pathway".
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0
<b>TAKEN OUT OF ORDER #12 AUTOMOBILE GRAVEYARD PERMIT RENEWAL</b>	
DISCUSSION	<p>1) Mr. Thum informed the Board that he was applying for a hobbyist license with the State.</p> <p>2) Mr. Whitcomb stated he was applying for an Automobile Graveyard license with the State.</p>
MOTION	Motion by Selectperson Curtis to approve the one (1) year license for Ken & Mark Edgecomb and Scott Lucas to expire 09/30/2015 and a 90 day permit for Stephen Thum and Cyrus Whitcomb to expire 01/06/2015 as recommended by the CEO.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
<b>#3 SELECTBOARD COMMUNICATIONS CONTINUED...</b>	
DISCUSSION	<p>1) The Hepfner Plaque presentation will be held on October 15 from 6:30 – 7:30 pm at the library.</p> <p>2) The library will be open on Halloween and would like to know if the town office will be open for Halloween as well?</p> <p>3) The back light still has not been repaired.</p> <p>4) Tree Lighting has had some complaints with the fire trucks and the exhaust that they put out during the lighting. Is there anything that the town can do to change that?</p> <p>5) The Tree Lighting will be held on 12/5/2014 at 5 pm. Library to the Town Office for cocoa. Selectperson Durgin will be responsible for closing the office after the event.</p> <p>6) The Board asked the Town Manager to look into lighting a tree at the town office.</p>
MOTION	
SECOND	
PASS/FAIL	
<b>#4 TOWN MANAGER</b>	
DISCUSSION	<p>1) Road Committee and Pike Industries are recommending that a shim coat on the Old Kents Hill Road be postponed to save money as it isn't really needed.</p> <p>2) The Board consensus is not to pave the that portion of the Old Kents Hill Road until next fiscal year when the shim coat and the overlay paving can be done at once and save money this fiscal year.</p>
MOTION	Motion by Chairperson Reay to postpone the shim coat and the overlay paving of the upper end of the Old Kents Hill Road until next fiscal year.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0
<b>#5 BOARDS, COMMITTEES, COMMISSIONS &amp; DEPARTMENTS</b>	
DISCUSSION	1) Selectperson Durgin informed the Board that there will be Ballfield Committee Meeting Minutes for the next meeting.
MOTION	
SECOND	
PASS/FAIL	
<b>#6 APPOINTMENTS/REAPPOINTMENTS</b>	
DISCUSSION	1) Sue Westlake has resigned as a Library Treasurer.
MOTION	Motion by Selectperson Durgin to accept Sue Westlake's resignation as Treasurer for the Library, with regret.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0

<b>#7 AD HOC PW COMMITTEE</b>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) There was a meeting on 09/25/2014 and the committee needs clarification from the Board that the directives that were put forth were the final draft. The public was questioning the legality of the directives as presented.</li> <li>2) The consensus of the Select Board is that the directives presented were those that were approved.</li> </ol>
<b>MOTION</b>	
<b>SECOND</b>	
<b>PASS/FAIL</b>	
<b>TAKEN OUT OF ORDER #10 MLOD HYDROLOGIC STUDY</b>	
<b>DISCUSSION</b>	1)
<b>MOTION</b>	Selectperson Dunham to approve the bid from Northstar Hydro and authorize the Town Manager to sign the contract.
<b>SECOND</b>	Second by Selectperson Durgin.
<b>PASS/FAIL</b>	Motion passes: 5-0
<b>#8 TRANSFER STATION WOODPILE</b>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) The budget for this year is on target for the transfer station.</li> <li>2) The Town Manager informed the Board that only one bid was received for the brush removal.</li> <li>3) The total bid "not to exceed" amount of \$12,000 was considerably higher than last year and would put the town over budget. The Town Manager recommended awarding the contract to Marshall Grinding to remove as much wood as possible given authorized funding and according to Marshall's rates.</li> </ol>
<b>MOTION</b>	Motion by Chairperson Reay to authorize the Town Manager to sign the contract with Marshall Grinding and to spend up to \$4000 for the brush and wood removal.
<b>SECOND</b>	Second by Selectperson Dunham.
<b>PASS/FAIL</b>	Motion passes: 5-0
<b>#9 CEMETERY WALL REPAIR</b>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) No Bids</li> <li>2) The consensus of the Board is to wait until the spring to resend out an RFP.</li> </ol>
<b>MOTION</b>	
<b>SECOND</b>	
<b>PASS/FAIL</b>	
<b>#13 OTHER</b>	
<b>DISCUSSION</b>	1) NONE
<b>MOTION</b>	
<b>SECOND</b>	
<b>PASS/FAIL</b>	
<b>#14 PUBLIC COMMUNICATION</b>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) Resident, John Parent, spoke regarding the public hearing held last week, stated that he thought the public hearing was one sided and that there was no opposing views brought forward.</li> <li>2) Chairman Reay stated that the Select Board were only the facilitators of this meeting and that it was up to presenters to have those views brought forward.</li> <li>3) Mr. Parent stated that residents feel intimidated to vote the way they want to at town meeting.</li> <li>4) Chairman Reay called Point of Order of Mr. Parent and asked him to sit down.</li> <li>5) There will be another Public Hearing held on 10/27/2014.</li> </ol> <p style="margin-left: 40px;">Motion by Selectperson Durgin to extend the meeting by 15 minutes. Second by Selectperson Dunham. Motion passes: 5-0</p> <ol style="list-style-type: none"> <li>6) Resident, Larry Dunn, asked for clarification on when the decision was made to allow Mr. Carbone to speak at the Public Hearing. The petition was brought to the Board, the Board set the Public Hearing. Mr. Dunn did not think that the Public Hearing was poorly run and that it was one sided.</li> <li>7) Mr. Dunn asked the Chair of the Select Board was her basis for the Point of Order.</li> <li>8) Chairperson Reay called a Point of Order on Mr. Dunn and he was asked to sit down.</li> </ol>
<b>MOTION</b>	
<b>SECOND</b>	
<b>PASS/FAIL</b>	
<b>#15 OTHER</b>	

DISCUSSION	1) None
MOTION	
SECOND	
PASS/FAIL	

**#17 EXECUTIVE SESSIONS**

MOTION	Motion by Chairman Reay to enter into Executive Session per M.R.S.A. 605(6)(D) and ask the Town Manager to attend.
SECOND	Second by Selectperson Curtis
PASS/FAIL	Motion passes: 5-0
DISCUSSION	The Board moved to the first floor and entered executive session. The Board left executive session at 9:20 PM and returned to open session.
MOTION	Motion by Chairman Reay to enter into Executive Session per M.R.S.A. 605(6)(A) and ask the Town Manager to attend.
SECOND	Second by Selectperson Durgin
PASS/FAIL	Motion passes: 5 - 0
DISCUSSION	The Board entered executive session at 9:21 PM. The Board left executive session at 9:59 PM and returned to open session.
MOTION	Motion by Chairman Reay to enter into Executive Session per M.R.S.A. 605(6)(A) and ask the Town Manager to attend.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5 - 0
DISCUSSION	The Board entered executive session at 10:00 PM. The Board left executive session at 10:26 PM and returned to open session.
MOTION	Motion by Chairman Reay to enter into Executive Session per M.R.S.A. 605(6)(A) and ask the Town Manager to attend.
SECOND	Second by Selectperson Durgin
DISCUSSION	The Town Manager challenged the legality of the motion as the subject had not been informed in advance.
PASS/FAIL	Motion fails 0 - 5
DISCUSSION	The Board remained in open session for a brief discussion with the Town Manager.  Seeing no further business before the Board, Chairman Reay adjourned the meeting at 10:39 PM.

DRAFT

# Town of Readfield – SELECT BOARD

MINUTES

10/14/2014

4:35 PM

TOWN OFFICE

<b>MEMBERS PRESENT</b>	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
<b>MEMBERS ABSENT</b>	None
<b>MEETING TYPE</b>	SELECT BOARD special
<b>NOTE TAKER</b>	Stefan Pakulski
<b>ATTENDEES</b>	

Agenda topics

**Communication items and Executive Session**

<b>DISCUSSION</b>	The Board agreed by consensus to meet at noon on October 19, 2014 with the Town's forester, Harold Burnett and the Conservation Commission for a tour of the Town Farm Forest. Chairman Reay and Selectperson Dunham will attend.
<b>DISCUSSION</b>	Chairman Reay requests police presence at the next Select Board meeting on October 20, 2014 and at the public information meeting on October 27, 2014, as well as possibly at additional meetings. The Board agreed to have the Town Manager pursue this, preferably without cost or at low cost to the Town. The Town Manager will contact KSO Deputy and Town Constable Harry McKenney regarding this request.
<b>MOTION</b>	Motion by Chairman Reay to enter executive session pursuant to M.R.S.A Title 1, section 405 (6)(A) with the Town Manager invited to attend.
<b>SECOND</b>	Second by Selectperson Durgin.
<b>PASS/FAIL</b>	Motion passes: 5-0
	The Board entered executive session for a quarterly performance review with the Town Manager.
<b>MOTION</b>	Motion by Chairman Reay to exit executive session at 7:29 PM.
<b>SECOND</b>	Second by Selectperson Curtis.
<b>PASS/FAIL</b>	Motion passes: 5-0 and the meeting adjourned.

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

Greg Durgin might provide an update on Heritage Days plans from speaking with Karen Dube, and the question of membership on a Heritage Days Committee.

The Board could comment on or discuss the review of existing and proposed trails over the weekend with the Trails Committee, and of the Town Farm Forest with the Conservation Commission.

The Board could comment on or discuss any outcome from the Oct 16<sup>th</sup> meeting with the Budget Committee.

There will be a dedication of the new trail on RSU property at 9:00 AM on Saturday, October 25, 2014 at the Superintendent's office. Select Board members are encouraged to attend and participate. The new trail links to the Fairgrounds trails.

The next public information meeting on the referendum ballot question regarding Town Meeting voting is set for Oct 27<sup>th</sup>. The Board could consider what might be required for this meeting.

Val Pomerleau & Tom Dunham may provide an update on the process following the vote on the upcoming referendum ballot question, depending on the outcome.

The entire Select Board and Town Manager are registered for the December 2, 2014 workshop on the roles of elected officials and municipal managers.

A naming application draft will be on upcoming agenda, when provided by Greg Durgin and Val Pomerleau.

#### **4. Town Manager**

The Town Manager will inspect the snowplow contractor's equipment on October 21, 2014.

Marshall Grinding has agreed to the terms of the contract to remove the woodpiles from the Transfer Station and will complete the work in November.

The Town Manager would like clarification from the Select Board about what kind of detail employees should use in the newly required log books.

The Town Clerk requests that the Select Board meeting on Nov. 3, 2014 be held downstairs so that the room upstairs can be set up in advance for the polls on Nov. 4, 2014.

Staff updates: recently hired CEO/LPI Gary Quintal to begin this week, working Tues – Thursday and available for inspections by appointment other days. Deputy Clerk, Deb Nichols is on extended leave.

The Transfer Station furnace in the employee break area will be replaced using the capital budget for this year.

CWD is modifying the contract with Northstar Hydro for the hydrologic study, according to standard Readfield contract requirements, and the Town Manager will sign this as soon as it is available.

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

Please see the attached items with:

- a. The planned dedication of a new trail on RSU property that connects with the Fairgrounds trails. The dedication will be at the Superintendent's office at 9:00 AM on Saturday, October 25, 2014. Select Board members are invited to attend.
- b. Recent Cemetery Committee minutes
- c. Recent Conservation Commission minutes
- d. Recent Public Works Ad Hoc Committee minutes

Members of any Town board, committee or commission may address the Select Board according to any time limits the Select Board may suggest, given the existing agenda.

## **COME CELEBRATE READFIELD'S NEWEST WALKING TRAIL**

Come join the dedication of Readfield's newest trail on Saturday, October 25<sup>th</sup> from 9:00 – 10:30. The new trail begins at the RSU #38 Superintendents' Office on Millard Harrison Drive and connects the path to Maranacook Community School with the trails on the Readfield Fairgrounds and the town's sidewalk. It creates many new walking loop trail opportunities for people of all ages and abilities. The trails have a crushed gravel surface making them suitable for walking in all weather conditions.

The dedication will begin at 9:00 a.m. with a ribbon-cutting at the Superintendent's Office followed by guided walks on the new trails led by members of the Readfield Trails Committee. Participants can either choose to walk the Maranacook Loop (approximately 1.4 miles) or a combination of the Maranacook Loop and the Church Road Loop (approximately 1.8 miles). Readfield Historian, Dale Potter Clark, will provide a brief history of the Readfield Fairgrounds.

Refreshments will be served at the Superintendent's Office after the walks. Dedication will happen rain or shine.

**Cemetery Committee**  
**Meeting Minutes**  
**July 7, 2014**  
**(Approved)**

**Members Present:** Grace Keene, Pam Osborn, Deb Doten, Evelyn Potter, Marianne Perry, Sandra Rourke, Lorraine Wagner

**Members Absent:** Lydia Adelson, Brenda Lake

**Staff:** Karen Peterson, Sexton (excused at 9:30)

Meeting began at 8:40.

The primary purpose of this meeting is to (a) set action steps for major projects in the cemeteries and (b) election of officers.

**Project List Review**

Lorraine Wagner announced to Grace Keene that she would be resigning from the Memorial Garden Sub-Committee. Lorraine added that when the project goes forward that she would appreciate consideration of a proposal to put a flowering crab apple tree in this space as it is a type of tree that blooms around Memorial Day.

**East Readfield Natural Fence Discussion:**

- Karen Peterson suggested the first step should be to transplant lilacs around the cemetery entrance.
- Marianne Perry and Karen Peterson planted a magnolia tree last week. They also suggested that there be a ceremony to honor Audrey Luce and those that have donated to the project.
- Marianne Perry reported that she has contacted landscapers to see what the interest would be. She talked with DR Struck who would be available to work in the fall.
- Lorraine Wagner suggested talking with Alden Longfellow.
- Deb Doten supports DR Struck as they are a local company who are involved with a lot of community supported activities. They also do great work.
- Marianne Perry noted that the pump is difficult to use. Watering the plantings will be challenging.
- Members agreed by consensus to meet at the East Readfield Cemetery on July 21, 2014 at 8:30 to transplant lilacs.
- There was a discussion as to whether the ceremony should be held on the July 21<sup>st</sup>. Lorraine Wagner suggested that the ceremony be held in the spring when the plantings are in bloom. Members agreed by consensus to have the dedication ceremony in the spring of 2015.
- Grace Keene will assure that the meeting notice will be posted and that we ask for volunteers for the July 21<sup>st</sup> meeting.
- Sandra Rourke asked about how to inform people who do not have the internet.
- Deb Doten will develop a flyer to promote the July 21<sup>st</sup> plant date.
- Evelyn Potter will contact the Advertiser to do a story as a follow up to Audrey's fence.
- Marianne Perry asked for the total amount of money available for the Natural Fence Project. Grace Keene said that the total at the Town Meeting was \$2445. Evelyn Potter said that there have been more donations to bring the total to just under \$2600. Deb Doten asked if the amount of money raised after the Town Meeting needed to be approved at the next Town Meeting. Evelyn Potter and Grace Keene said that the way that the Select Board worded the article was to leave the approval on-going until the project was complete. All agree that the way that the Select Board worded the article was excellent.
- Marianne Perry will try to have Dave Struck attend the July 21<sup>st</sup> meeting.
- Evelyn Potter said that it is still possible that there will be a donation from the Fifield Trust.

- Lorraine Wagner asked if there could be paid staff available to help with the June 21<sup>st</sup> plantings.

#### Posting of Meetings

Lorraine Wagner stated the today's meeting was not posted. Deb Doten talked with the Town Clerk prior to the meeting. The meeting was posted in the Cemetery section of the Town's web site as well as in the office. There was discussion around having the meeting notice somewhere on the main part of the web site.

#### Readfield Corner Cemetery

Karen Peterson gave an update on the fence repair at the Readfield Corner Cemetery. She is planning to meet with Mark Newcomb the first week in August. He is a welder in Augusta who does restorative work.

Karen Peterson said she is working on getting estimates for a tree removal in Case Cemetery.

#### Memorial Garden

- There are pulling stones available.
- The site needs to be visited to determine what the next steps for moving this project forward.
- Lorraine Wagner expressed her desire to have a dwarf flowering crab tree in that area along with simple perennials.

Evelyn Potter explained that there is a stone that was not installed properly (Granville Downes stone) in 1987. The family has looked into the repair (\$800) and the cost is beyond their means. Evelyn wants the Committee to be aware of this problem. Evelyn said that she has had a discussion about the matter with the Sexton.

Marianne Perry stated that there are several rocks located behind the library that need to be moved should anyone need them for a project.

#### Approval of June 23, 2014 Minutes

The minutes were approved by consensus. Pam Osborn and Evelyn Potter like the format of the minutes. Deb Doten said she is using the Select Board Meeting Minutes as a format. Deb explained that editing from the members is helpful and important.

#### Update from June 16, 2014 Select Board Meeting

Grace Keene shared that the Select Board will be forming a sub-committee to explore the role of Select Board Liaison. Greg Durgin, Val Pomerleau and one member of the community will be working on this.

Sandra Rourke asked what the problem is with Sue Reay. Deb Doten asked her why she feels that the Committee has a problem with Sue Reay, and specifically who on the Cemetery Committee has indicated a problem with Sue Reay. Sandra felt that all of the Committee indicated that there is a problem. Deb Doten stated that no one who is a member of the Cemetery Committee has brought up an issue or problem with Sue Reay.

Deb Doten said the Select Board asked Cemetery Committee to work with them while they determining the Select Board Liaison role, and what the original article forming the Cemetery Committee states. The Select Board has formed a committee to look at the issue. That seems like a good beginning to a solution. Deb also stated that she is in support of Select Board involvement with Committees.

Deb Doten said that she has submitted an application to work with the Sub Committee to Explore the Role Select Board Liaison. This position is one that needs to be approved by the Select Board. There is one other applicant who has submitted her paperwork. Lorraine Wagner and Sandra Rourke stated that this applicant would do a good job.

Marianne Perry agrees that Select Board liaisons make sense.

Lorraine Wagner stated that we all need to work together. She stated that there is no need for emails going back and forth.

Grace Keene explained that the Select Board has approved that the Cemetery Committee be comprised of nine members.

Lorraine Wagner and Sandra Rourke had a discussion on why the Cemetery Committee became 10 members (see June 23 minutes).

#### Election of Chairperson and Secretary

Lorraine Wagner would like to nominate Lydia Adleson for Chair. She feels that Grace has done a great job but knows she does not like writing articles and has been Chair for a while. Lorraine would also like to have a full committee for a vote.

No one present today indicated interest in being Chair. Deb Doten is willing be Secretary if approved.

The Committee agreed by consensus that the vote of officers would be on July 21<sup>st</sup> at 8:00 prior to the planting.

Meeting ended at 10:05 am.

Readfield Cemetery Committee Meeting  
July 21, 2014

(Approved)

**Committee Members Present:** Grace Keene, Pam Osborn, Marianne Perry, Deb Doten, Evelyn Potter, Lydia Adleson

**Committee Members Excused:** Brenda Lake, Lorraine Wagner

**Staff:** Karen Peterson, Sexton

Meeting was brought to order at 8:05 at the East Readfield Cemetery. This was a brief meeting to elect a Chairperson and a Secretary for 2015.

Lydia Adelson made the motion to nominate Grace Keene as Chairperson. Marianne Perry seconded the nomination. The motion was approved unanimously.

Grace Keene made the motion to nominate Deb Doten as Secretary. Marianne Perry seconded the motion. The motion was approved unanimously.

The meeting adjourned at 8:25 to begin the Natural Fence Planting project.

Attendance Note: Sandra Rourke did join us for the planting project.

**Natural Fence Planting Project at the East Readfield Cemetery:**

Members of the Cemetery Committee, Rhonda Luce, and the Sexton and Mowers planted nine lilac bushes of various sizes and varieties. This was a great morning in tribute to Audrey Luce! Cemetery Committee Members volunteered to water the plantings. Many thanks to all for this marvelous contribution to the East Readfield Cemetery!

## **Readfield Conservation Commission Meeting Notes**

Tuesday, September 9, 2014, 6:30 pm, Town Office

Members present: David Bagley, Dan Meyer (chair), Tim Sniffen, Bruce Hunter, Jerry Bley, Andy Walsh. Excused: Bob Mohlar  
Called to order: 6:30 p.m.

### **Old Business:**

**Meeting Minutes** – Members voted to approve the July 8, 2014 RCC meeting minutes. Dan M. will submit them to the Town.

**Vernal Pool Inventory** – No update

**Readfield Town Forest Harvest Close-out** – Tim S., David B. and Bruce H. visited the site. The clearing around the old town farm looked good though bare areas need to be seeded. Thick brushy vegetation around the old cellar hole may need to be cleared and the blazed trail through the harvest area (white pine forest) needs more work to make walking easier. Kents Hill School students may be asked to help with the work.

The Select Board has requested a tour of the harvest area. Jerry B. suggested that Harold Burnett be present during the SB tour. It was also suggested that the RCC write a thank you letter to Wayne Field (Central Maine Logging) for his work and offer to provide a reference if requested.

**Regional Conservation Commission** – No update

**New Membership** – No update

### **Town Conservation Properties:**

**Torsey Pond N. P.** – On August 20<sup>th</sup>, RCC members replaced broken planks on the large bridge crossing and on several small footbridges and cut/removed blowdowns on the trail. In addition, a new preserve sign was installed to replace the old one.

It was recommended that a site walk be scheduled to assess infrastructure needs at Torsey Pond N.P. and Readfield Town Forest (bridges, footbridges, etc.). David B. suggested discussion of funding options if larger work tasks are completed by the Maine Conservation Corps or a contractor. Jerry B. mentioned possible use of Recreation Trails grant funds as an option. **October 18<sup>th</sup> was identified as a work day (2-3 hrs.) – edit note: cancelled at 10/14 ntg).**

**Readfield Town Forest** – RCC members discussed what type of interpretive signage should be placed at the town farm homestead and whether to place information in a kiosk or create an interpretive brochure. Dan M. will contact

Harold Lake regarding the status of research into the history of the town forest/MacDonald Woods (Colby student?) and the status of the new trail laid out by Howard Lake (i.e., whether it connects to the Town Farm Road).

**Fogg Farm Preserve** – Dan M. will talk with Milt Wright (Trails Cmte.) regarding the preserve sign; RCC has some funds that can be allocated toward this. Dan M. will also talk with Theresa Kerchner (KLT) about updating the preserve map.

**Fairgrounds Property** – Poison ivy along the stone wall and entranceway was sprayed on Sept. 5<sup>th</sup> by Turf Pro (using Round Up?). Turf Pro recommended doing another spray application in June 2015. Tim S. recommended cutting branches at the parking lot entrance to improve visibility for users.

Tim S. attended the August 14<sup>th</sup> meeting regarding the status of the ballfield (see Greg Durgin's email summary) and provided a summary of some issues presented:

- Tim S. mentioned the poison ivy spraying that was completed near the entrance and the need to trim branches at the entrance to the parking lot.
- Readfield Trail Committee Member Gary Keilty mentioned interest in a trail from the access road to the spectator area.
- Mowing of the ballfield to be done by Rec Comm; remaining *maybe* RCC's responsibility, needs to be clarified for 2015-16; but has been recently done by town(?) RCC will need to budget accordingly and keep abreast of how the field is being managed (i.e., fertilizer, herbicide use, etc.).
- A drain will be installed this fall by Reay Construction to dry out a wet spot in the field. Once drainage work is completed, the field will have additional seeding and maintenance done by Sports Fields of Monmouth.

RCC members also discussed what do with the loam pile (material scraped from the parking lot). Jerry B. suggested giving it to John Cushing, the contractor who performed the ballfield work. It might also be used on the access road during construction.

Jerry B. voiced concern that people will park in the cemetery area in order to more easily access the ballfield.

It was advised that the chairs of the various committees related to the ballfield work convene to discuss roles.

Jerry B. informed the group that the Maranacook Community School Trail work was permitted and a contract signed. John Cushing (contractor) is planning to start work this week. Jerry B. has discussed the project with Paul Criss, Facilities Manager for Maranacook Area Schools. As part of the project, 9 acres are permanently protected (conservation easement) as mitigation for the project's

wetlands impacts. The trails grant that funded the project includes funds for signs and a kiosk.

### **New Business**

**Kents Hill School Workday, Readfield Town Forest** - The town forest workday is scheduled for Oct. 2. Several ideas were mentioned including clearing the existing blue blazed trail through the white pine forest (harvest area), re-routing the trail around wet areas. Jerry B. and Andy W. will schedule a pre-workday walk to scope projects.

**New Readfield Corners Map** - Tim S. spoke with Art Grindle (Kennebec County Soil/Water District) regarding the estimated cost of producing the final map (est. 12 hrs @\$50/hr).

**Town Hunting Policy** - The group had a brief discussion regarding the hunting policy, specifically for Fogg Farm (open to public hunting per town firearms ordinance). Tim S. suggested a recommendation to the Select Board that no hunting be allowed at the Fairgrounds (it is currently open to bird hunting).

Meeting adjourned at 8:30 pm. The next meeting is scheduled for October 14, 2014 at 6:30 p.m.

Submitted by Andy Walsh

Town of Readfield, Giles Hall 9/25/2014  
Public Works ad hoc committee meeting minutes

Committee members present

Dave Glidden, Joe Potter, Tom Dunham, (Liaison), Anita Buss, Ray Renner & Gene Carbona

Others in attendance

Larry Dunn, Deb Doten, Cheryl Yanayon

5:45pm Meeting called to order, followed by pledge of allegiance

Motion made by Gene Carbona to nominate Joe Potter as Chair of committee, second by Anita Buss, vote was unanimous in favor of.

Motion by Gene Carbona to act as Secretary of committee, second by Dave Glidden, vote was unanimous in favor of.

Received select board directives/ guidelines from liaison Dunham

Discussed Public Works history at length.

Discussed the possibility of creating a timeline, (visual graphic), depicting public works creation, operations and dissolution history. Like a movie story board with supporting data and content.

Discussed attaining the 3 already completed audits regarding public works dept. for the time period of November, 2007 through October of 2014.

Discussed the creation of a master Excel spreadsheet containing all data.

Motion by Gene Carbona to have Anita Buss be the keeper of the master public works committee Excel spreadsheet. All committee members will funnel content to her for inclusion and she will send updated spreadsheets to committee members on a regular basis, to be approved at the next scheduled committee meeting.

Motion was seconded by Ray Renner, unanimous in favor of.

\*Discussed the possibility of TOR e-mail addresses for these committee members to comply with transparency guidelines. (Actionable item by Tom Dunham, Liaison)

\* Discussed the public works committee directives and whether they were approved by select board or just given as guidelines from a motion at a previous select board meeting. (Actionable item, Tom Dunham, Liaison)

\*Tom Dunham to electronically distribute previous audits x3, to committee members

\* Anita Buss to electronically distribute Planning Decisions report to all committee members for review

\* Tom Dunham to attain Readfield Town office Wi-Fi password to grant access to web for committee

Committee Secretary will distribute unapproved meeting minutes electronically to committee members promptly and cc select board Liaison, Tom Dunham. Approved meeting minutes will be sent to select board chair Reay electronically by the committee chair, Joe Potter.

Next meeting scheduled for Wednesday, October 8<sup>th</sup> at 5:30 pm, location tbd based upon availability

Motion made by Gene Carbona to adjourn the meeting at 7:50 pm, second by Ray Renner, unanimous in favor of. (end)

## **6. Appointments/Reappointments**

Please see the attached letter from Ray Renner with his resignation from the RSU #38 Board due to moving out of town. The Select Board may appoint a replacement representative from Readfield to the RSU Board to serve until the next election in June 2015.

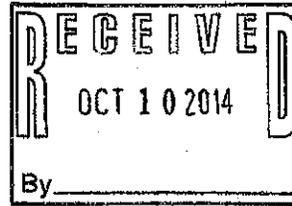
There is also an opening on Readfield's local school advisory committee. The Town Clerk will advertise both of the openings after the Select Board considers Mr. Renner's resignation.

Please also see an application from Ken Clark for the Trails Committee, and an application from Will Harris to be an alternate member of the Trails Committee, along with recommendations for both from the Trails Committee chair, Milt Wright.

Raymond C. Renner

October 9, 2014

TO: Readfield School Board



Dear Mr. Chair

With sadness I present this letter of Resignation from the Readfield School Board to be effective 31 October, 2014. My wife, Vivian and I are moving from Readfield and my residency will no longer reside in the town of Readfield. I want to thank the RSU School Board, Madam Superintendent, and Administration for their support as a Readfield Member on the Board. It has been an HONOR to serve the RSU and the citizens of Readfield as an elected Board member.

Thank you for this opportunity to serve the RSU, Administration and its citizens.

Respectfully

A handwritten signature in cursive script that reads "Ray Renner".

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

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

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

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission  
are you applying for?

TRAILS Committee

Name: William Harris

Phone (H): 685-9859

Street address: 26 Off Kents Hill Rd

Phone (C): 441-2944

Mailing address: Same as above

E-Mail: willharris60@gmail.com

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

From Jan 2007 through June of 2014 I was Director of  
the Bureau of Parks and Lands for the State of Maine. I oversaw  
48 State Parks and Historic sites statewide, more than 600 acres of  
Public lands in fee, more than 300 miles of trail, 14,000 miles of Spawning Le  
Thousands  
6000+ m. lead of  
ATV trails.

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

I am now retired and looking for opportunities to  
serve the town in a way that will use my experience.

If you are currently employed, what is your position?

Retired as of June 27, 2014

APPLICATION FOR APPOINTMENT FOR:

Name: Willard Harris Position: Alt. Trails Com. Memb. Term: 2016

CLERK'S USE BEFORE THE APPOINTMENT

Open position: Alt. Trails Com. Member Term: 10-20-14 - 6-30-2016

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

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

CLERK'S USE AFTER THE APPOINTMENT

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

Is an Oath appropriate: [ ] Yes [X] No If yes, what date:

SELECT BOARD APPOINTMENT

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

10-20-2014 thru 6-30-2016. Given under our hand this 20, day of Oct., 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

PO Box 16  
Readfield, ME 04355  
October 6, 2014

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

Dear Sue:

Will Harris, former Select Board member and former Chair of the Readfield Select Board and retired Director of the Bureau of Parks and Land in the State Department of Conservation, has filled out an application for appointment to the Trails Committee. I am delighted to be able to endorse his appointment by the Select Board to the Trails Committee. Will knows that another candidate, Ken Clark, has applied for the permanent opening on the Trails Committee and that the only opening at this time is as an Alternate Member of the Committee.

Today several members of the Trails Committee worked in removing rocks from the pile of material near the new parking lot in the Fairgrounds Complex and moving the rock using Gary Keilty's bucket loader to the area where the trail has flooded and where additional blue stone has been placed on the existing trail to build it up to try to prevent flooding during heavy rain events in that area. The rock was used as rip rap on the uphill side of the newly installed blue stone. I mention this as Will Harris was one of the workers in this undertaking. Will also has been to a Trails Committee meeting and participated in it and he will be a welcome addition to the Committee. In addition, Will brings much experience

Sue Reay, Chair  
Page 2  
October 6, 2014

from his work in state government that should/will assist the Trails Committee in its trail building efforts.

Very truly yours,



Milton R. Wright, Chair  
Trails Committee

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

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

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

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission  
are you applying for?

Trails Committee

Name: Ken Clark

Phone (H): 377-4875

Street address: 459 Winthrop Rd

Phone (C): 861-1522

Mailing address: Readfield, ME 04355

E-Mail: clark2@caibpoint.net

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

Central Maine Power Co Senior Analyst  
Winthrop Methodist Church Trustees Board Chair  
Management positions for other employees

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

Civic duty, desire to take part in town government  
and to help make Readfield a better place.

If you are currently employed, what is your position?

Central Maine Power Co. Substation Senior Analyst

APPLICATION FOR APPOINTMENT FOR:

Name: Clark, Kenneth Position Trails Com. Mem. Term: 2016

CLERK'S USE BEFORE THE APPOINTMENT

Open position Trails Com. Member Term: Oct. 20, 2014 - 6-30-16

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

Is there a recommendation attached?  Yes  No If no, please explain: \_\_\_\_\_  
*See attached*

CLERK'S USE AFTER THE APPOINTMENT

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

Is an Oath appropriate:  Yes  No If yes, what date: \_\_\_\_\_

SELECT BOARD APPOINTMENT

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

10-20-14 thru 6-30-16. Given under our hand this 20, day of Oct., 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

RECEIVED  
OCT 06 2014

PO Box 16  
Readfield, ME 04355  
April 6, 2014

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

Dear Sue:

This letter is to convey an endorsement to the Select Board for the candidacy of Ken Clark to be a member of the Readfield Trails Committee. Mr. Clark has attended and participated in a Trails Committee meeting and has expressed strong support and interest in the work of the Trails Committee.

I support his appointment to the Trails Committee without reservation.

Very truly yours,



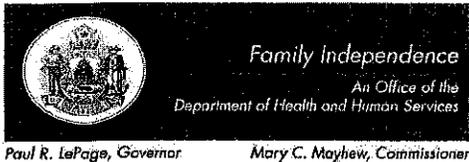
Milton R. Wright, Chair  
Trails Committee

## **7. Public Hearing and General Assistance annual maximums adoption**

Please see the attached memo and General Assistance ordinance appendices with annual maximums for October 1, 2014 – September 30, 2015.

The Select Board chair may open the Public Hearing on these appendices.

After closing the public hearing, the Select Board may consider adopting the appendices and annual maximums.



Office for Family Independence  
19 Union Street  
11 State House Station  
Augusta, Maine 04333-0011  
Tel: (207) 624-4168  
Toll Free: 1-800-442-6003  
Fax (207) 287-3455

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Dave MacLean, General Assistance Program Manager

RE: 2014 – 2015 General Assistance Ordinance Maximums for Food and Housing

DATE: October 1, 2014

Enclosed please find the following items:

- MMA's new (October 1, 2014–October 1, 2015) **“General Assistance Ordinance Appendix”** (B &C). There are no changes to any of the other appendices at the current time.
- **“GA Maximums Summary Sheet”** which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- **“GA maximums adoption form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS in the self-addressed envelope provided with this packet (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

### Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2012-2013 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure “housing” cost.

**What should your municipality do if the housing maximums contained in this packet are unreasonably low (or high) given the rental rates in your area? The**

preferred option is to conduct a local rental survey. Municipalities exploring this option should contact DHHS for guidance on conducting such a survey.

Another option is to forego adopting housing maximums (the law does not actually require housing maximums—the other two maximums, i.e., Appendix A and B, are required). If you are a municipality that has to perform “emergency analysis” each and every time an applicant requests housing assistance and you are not planning to perform a market survey (although you probably should), then perhaps working without housing maximums is an option.

Emergency analysis should be an exception, not the rule. If it has become the rule in your municipality, then the adoption of artificially low housing maximums is of no service to you (or your clients) and you might be better off with no housing maximums. Municipalities choosing to forego housing maximums must still adhere to the overall maximum and work an applicant’s budget accordingly. Such municipalities might choose to utilize the actual FMR provided by the federal government as a guide.

### **The Adoption Process**

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

At the hearing, the municipal officers should:

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

### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. (*For a copy of the GA model ordinance, please call MMA’s Publication Department, or visit their web site [www.memun.org](http://www.memun.org)*). In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS has made it easier by enclosing a self-addressed envelope for your use. DHHS will accept the enclosed “adoption sheet” as proof that a municipality has adopted the current GA maximums.

Enclosed please find copies of the revised Policy that cover the changes made during the last legislative session.

## Appendix B

Effective: 10/01/14 to 09/30/15

### Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2014, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169

**Note: For each additional person add \$146 per month.**

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	84	362	107	461	
1	84	362	113	487	
2	99	426	136	584	
3	134	575	179	770	
4	143	614	197	848	
<hr/>					
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	96	412	119	511	
1	97	418	124	533	
2	115	493	151	651	
3	137	591	183	786	
4	210	905	265	1,139	
<hr/>					
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	105	451	126	543	
1	117	503	145	625	
2	145	622	180	776	
3	197	845	241	1,038	
4	197	845	245	1,054	
<hr/>					
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	83	359	106	457	
1	94	404	123	530	
2	123	529	160	686	
3	159	685	203	872	
4	159	685	214	920	

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		128	552	151	649
1		128	552	151	651
2		150	645	186	799
3		197	846	240	1,032
4		209	899	272	1,168
<b><u>Lincoln County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		119	513	140	600
1		124	535	153	659
2		159	684	195	838
3		200	862	244	1,048
4		207	889	260	1,118
<b><u>Oxford County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		89	382	114	491
1		101	434	126	542
2		113	487	153	657
3		161	693	209	900
4		216	928	274	1,179
<b><u>Piscataquis County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		98	421	111	479
1		108	465	125	539
2		134	575	154	663
3		172	740	196	844
4		176	759	205	881
<b><u>Somerset County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		100	432	123	529
1		100	432	127	548
2		116	498	152	655
3		166	714	210	904
4		166	714	211	908

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	116	497	136	583	
1	119	510	144	619	
2	139	597	174	748	
3	174	749	217	935	
4	176	758	230	987	

<b><u>Washington County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	93	402	114	492	
1	95	410	122	525	
2	108	465	146	629	
3	134	575	182	782	
4	163	703	222	954	

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	101	432	126	543	
1	120	518	153	657	
2	145	625	185	796	
3	184	790	233	1,004	
4	210	904	268	1,154	

<b><u>Penobscot County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	99	424	122	525	
1	99	424	122	525	
2	104	448	144	621	
3	148	636	198	850	
4	169	725	228	982	

<b><u>Lewiston/Auburn MSA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	89	381	111	476	
1	103	445	132	566	
2	139	597	175	751	
3	178	766	221	952	
4	180	774	233	1,003	

# Appendix C

Effective: 10/01/14-10/01/15

## Metropolitan FMR Areas

<u>Portland HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	142	611	163	702	
1	166	715	194	833	
2	214	922	252	1,085	
3	271	1,165	319	1,371	
4	274	1,180	339	1,458	
<b>York/Kittery/S. Berwick HMFA</b>					
<u>York/Kittery/S. Berwick HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	181	779	207	890	
1	181	779	207	890	
2	206	887	247	1,060	
3	314	1,350	364	1,564	
4	334	1,434	394	1,694	
<b>Cumberland County HMFA</b>					
<u>Cumberland County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	111	479	133	573	
1	131	563	157	674	
2	167	720	204	876	
3	228	982	272	1,168	
4	271	1,167	324	1,394	
<b>Sagadahoc County HMFA</b>					
<u>Sagadahoc County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	140	603	161	693	
1	140	603	161	693	
2	155	667	191	821	
3	192	825	242	1,039	
4	276	1,187	336	1,444	
<b>York County HMFA</b>					
<u>York County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	126	541	146	629	
1	126	541	150	646	
2	156	672	192	825	
3	216	928	259	1,114	
4	216	928	266	1,143	

## GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2014 to June 30, 2015**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2014 to September 30, 2015**.

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<b>NOTE:</b> For each additional person add \$69 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169
<b>NOTE:</b> For each additional person add \$146 per month.		

### APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

**FOR MUNICIPAL USE ONLY**

## APPENDIX D - UTILITIES

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$82.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**FOR MUNICIPAL USE ONLY**

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES B and C  
2014-2015**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices B and C for the period of October 1, 2014 — September 30, 2015. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

## **8. Investment Portfolio review: Investment Advisor, Sam Tippet**

Please see the attached review of the Town's investment portfolio and sheets from Kennebec Wealth Management on all the Town's securities as provided by the Town's investment advisor, Sam Tippet.

These funds represent the Town's "non-major permanent funds" as reported in the annual audit in schedules F and G, such as the cemeteries perpetual care fund and individual cemetery funds. Only the interest earned in each of these funds is usually available for appropriation each year. The full amount of principal and interest is invested according to the Town's investment portfolio policy.

Sam reviewed the portfolio with the Town Manager and Finance Officer on October 16, 2014. He will present the same information to the Select Board and will provide a recommendation regarding the current percentage of the portfolio that is in cash, as this exceeds the investment guidelines. The Town could reallocate some of the cash into other fixed income investments, and Sam will share options about this. He will also review the performance of the portfolio in general over the past year and comment on the current investment environment with notable market volatility.

# Town of Readfield, Maine

## Investment Portfolio Review

October 16, 2014

- Market overview
  -
  
- Account Review
  - Twelve Month Performance of portfolio – 4.57%
  - Asset Allocation Guidelines
    - Cash: 0 – 10%
    - Fixed Income: 50 – 70%
    - Equities: 20 – 40%
  - Current Portfolio Mix
    - Cash: 22.15%
    - Fixed Income: 36.19%
    - Equities: 41.66%
  - Reasons for Variance
    - Market has been equity-oriented so this sector has outperformed the other areas
    - “Fixed income” security matured in the last six months, with no attractive alternatives to reinvest into.
    - Bond Portfolio has decreased as equity portfolio has increased
  - Recommendations
    -

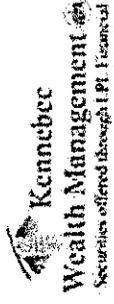
### General Disclaimer

Some of the data used in this report has been obtained from sources which the preparer is unable to verify. LPL Financial and Kennebec Wealth Management do not guarantee accuracy of this information.

# Portfolio Appraisal By Security Type

## Town of Readfield

Valuation Period: October 15, 2013 - October 15, 2014  
 Prepared by: Samuel Tippet



### Account Summary

Loc	Account Name	LPL Account #	Sponsor Account #	Description	Market Value(\$) on 10/15/2013	Market Value(\$) on 10/15/2014	10/15/2013-to-10/15/2014 Total % (IRR)
LPL	Town of Readfield	5744-6107		Brokerage - Non-retirement	210,152.88	219,748.89	4.57
<b>Report Totals:</b>					<b>\$210,152.88</b>	<b>\$219,748.89</b>	<b>4.57%</b>

Notes: meeting Monday Jan 14, 2013 - went over account with Selectboard. Recommended investing some of excess cash into the equity market. Will meet with Town Manager to decide which and how much.

### Government Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)
LPL	57446107	912828DV9	U S TREASURY NOTE CPN 4.125% DUE 05/15/15 DTD 05/15/05 FC 11/15/05	10,000.0000	102.36	10/15/14	10,235.93	4.66	0.46
<b>Totals:</b>							<b>10,235.93</b>	<b>4.66</b>	<b>0.72</b>

### Money Market

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)
LPL	57446107	9999775	MONEY FUND JPS	48,680.6900	1.00	10/15/14	48,680.69	22.15	0.00
<b>Totals:</b>							<b>48,680.69</b>	<b>22.15</b>	<b>0.00</b>

### Municipal Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)
LPL	57446107	542430GE7	LONG BEACH CA REDEV AGY	10,000.0000	109.70	10/15/14	10,970.30	4.99	8.41
			NORTH LONG BCH B BABS REV B/E TXBL						
			CPN 6.386% DUE 08/01/17						
			DTD 05/12/10 FC 08/01/10						
LPL	57446107	649670KA3	NEW YORK CITY EDL CONSTR	10,000.0000	106.50	10/15/14	10,649.90	4.85	2.99
			FUND REV SER A BABS B/E TXBL OID @99.937 4.51%						
			CPN 4.500% DUE 04/01/17						
			DTD 04/28/10 FC 10/01/10						
LPL	57446107	691610AG4	OXFORD M/CMNTY SCHS TXBL SCH BLDG & SITE	10,000.0000	107.87	10/15/14	10,786.70	4.91	4.35
			SER A B/E BABS QSBLF						
			CPN 4.500% DUE 05/01/17						
			DTD 04/14/10 FC 11/01/10						
				Totals:			32,406.90	14.75	5.23

### Mutual Fund - Closed-end

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)
LPL	57446107	ETW	EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	11.07	10/15/14	3,321.00	1.51	5.79
LPL	57446107	EXG	EATON VANCE TAX MANAGED GLBL DIVERSIFIED	600.0000	9.15	10/15/14	5,490.00	2.50	5.30
LPL	57446107	FFA	EQUITY INCOME FUND FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	13.15	10/15/14	4,076.50	1.86	13.09
LPL	57446107	JSN	NUVEEN EQUITY PREMIUM OPPORTUNITY FUND	310.0000	11.93	10/15/14	3,698.30	1.68	7.37
				Totals:			16,585.80	7.55	7.67

**Mutual Fund - Open-end**

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)
LPL	57446107	ESAAX	WELLS FARGO ADVANTAGE ADJUSTABLE RATE GOVT CLA	1,450.5930	9.15	10/15/14	13,272.93	6.04	1.02
LPL	57446107	MSIGX	OPPENHEIMER MAIN STREET CLA	394.8840	48.90	10/15/14	19,309.83	8.79	10.38
LPL	57446107	OPIGX	OPPENHEIMER CORE BOND CLA	1,761.8190	6.97	10/15/14	12,279.88	5.59	7.38
LPL	57446107	OPMSX	OPPENHEIMER MAIN ST MID CAP CLA	567.5740	30.94	10/15/14	17,560.74	7.99	8.05
LPL	57446107	OPPAX	OPPENHEIMER GLOBAL CLA	305.1700	75.10	10/15/14	22,918.27	10.43	1.57
LPL	57446107	OPSIX	OPPENHEIMER GLOBAL STRAT INCOME CLA	2,756.0910	4.11	10/15/14	11,327.53	5.15	3.86
LPL	57446107	OPTFX	OPPENHEIMER CAP APRC CLA	249.3490	60.84	10/15/14	15,170.39	6.90	12.50

Totals: 111,839.57 50.89 6.23

Grand Totals: \$219,748.89 100.00% 4.57%

# Performance to Benchmark Summary

Return % (IRR)

4.57

Your Account

35011429

**This is not an official LPL Financial ("LPL") statement; it has been prepared by your Advisor for informational purposes only, and does not replace the statements you should receive directly either from LPL or from the investment sponsors for which LPL is the broker-dealer of record.** It is intended to estimate the total value of your investments for which you receive such statements, as well as any investments held away from LPL, about which you have provided to your Advisor information from which values can be estimated. The "Account Summary" portion of this report has been prepared from data believed to be reliable but no representation is being made as to its accuracy or completeness. In particular, for any investments that you do not hold at LPL and/or for which LPL is not the broker/dealer of record, the identification of such investments and their estimated valuation have been prepared by your Advisor based on information provided by you. Values shown should only be used as a general guide to portfolio value, and may vary from the actual liquidation values. Position values, size of positions, and dates, may be estimates made by your Advisor based on information you have provided. The information contained in this report should not be relied upon for tax reporting purposes. The source of all price information for tracked positions (as defined in the Portfolio Manager Report Disclaimer that accompanies this report) is one or more third party vendors and may include the use of substitute prices where prices are not readily available. Substitute prices may be based on trades up to 30 days prior to the date of the missing price dates. Past performance is no guarantee of future results. Current performance may be lower or higher than the performance shown. Please contact your advisor to obtain performance current to the most recent month-end. A copy of the Portfolio Manager Report Disclaimer must accompany this report. If you do not receive it, please ask your Advisor for a copy or call (800) 877-7210 extension 6835. (09/09)

Portfolio Appraisal By Security Type

LPL Financial

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Town of Readfield

Member FINRA/SIPC

Page 4 of 4

## **9. Veterans Motor Vehicle Excise Exemption**

Please see the attached documents that show the law that allows municipalities to exempt motor vehicle excise taxes for deployed military personnel, along with a sample ordinance from the Town of Owls Head. This information was provided by resident Lorrie Tlumac who has requested the Select Board review this option for residents on deployed military duty. Mrs. Tlumac plans to attend the meeting.

The Town has the authority to exempt excise tax for deployed military personnel, but only by Town ordinance. Ordinances typically are subject to Town Meeting approval, as the highest legislative body of the Town. The Select Board could not grant the exemption without a Town Meeting adoption of an ordinance.

At the very least, the Select Board could consider drafting an ordinance for Town Meeting consideration that would exempt excise tax for deployed military personnel.

## Maine Revised Statutes

- ▼ [§1483-A PDF](#)
- ▼ [§1483-A MS-WORD](#)
- ▼ [STATUTE SEARCH](#)
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- ↔ [TITLE 36 CONTENTS](#)
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- ↔ [REVISOR'S OFFICE](#)
- ↔ [MAINE LEGISLATURE](#)

**§1483**

**Title 36:**

**§1484**

### TAXATION

#### Part 2: PROPERTY TAXES

#### Chapter 111: AIRCRAFT, HOUSE TRAILERS AND MOTOR VEHICLES

#### **§1483-A. Local option exemption for residents permanently stationed or deployed for military service outside of the State**

A municipality may by ordinance exempt from the annual excise tax imposed pursuant to section 1482 vehicles owned by a resident who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days who desires to register that resident's vehicle in this State. To apply for the exemption, the resident must present to a designated municipal official certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days. For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces. For purposes of this section, "deployed for military service" has the same meaning as in Title 26, section 814, subsection 1, paragraph A. [2011, c. 313, §1 (NEW); 2011, c. 313, §2 (AFF).]

#### SECTION HISTORY

2011, c. 313, §1 (NEW). 2011, c. 313, §2 (AFF).

*Data for this page extracted on 10/06/2014 09:07:55.*

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interpretation of Maine law to the public.  
If you need legal advice, please consult a qualified attorney.**

**Office of the Revisor of Statutes**

**7 State House Station  
State House Room 108  
Augusta, Maine 04333-0007**

PLEASE NOTE: Legislative Information **cannot** perform research, provide legal advice, or interpret Maine law. For legal assistance, please contact a qualified attorney.

## **An Act To Provide Tax Relief for Maine Residents Deployed for Military Service**

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 36 MRSA §1483, sub-§15**, as amended by PL 2007, c. 404, §2 and affected by §4, is further amended to read:

**15. Adaptive equipment.** Adaptive equipment installed on a motor vehicle owned by a disabled person or the family of a disabled person to make that vehicle operable or accessible by a disabled person; ~~and~~

**Sec. 2. 36 MRSA §1483, sub-§16**, as enacted by PL 2007, c. 404, §3 and affected by §4, is amended to read:

**16. Active military stationed in Maine.** Vehicles owned by a person on active duty serving in the Armed Forces of the United States who is permanently stationed at a military or naval post, station or base in the State. A member of the Armed Forces of the United States stationed in the State who desires to register that member's vehicle in this State shall present certification from the commander of the member's post, station or base, or from the commander's designated agent, that the member is permanently stationed at that post, station or base. For purposes of this subsection, "a person on active duty serving in the Armed Forces of the United States" does not include a member of the National Guard or the Reserves of the United States Armed Forces; and

**Sec. 3. 36 MRSA §1483, sub-§17** is enacted to read:

**17. Residents deployed for military service.** At the discretion of the registering municipality, vehicles owned by a resident who is deployed for military service for a period of more than 30 days. A resident who is deployed for military service for a period of more than 30 days who desires to register that resident's vehicle in this State shall present certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is deployed for military service for a period of more than 30 days. For purposes of this subsection, "deployed for military service" has the same meaning as in Title 26, section 814, subsection 1, paragraph A.

**Sec. 4. Effective date.** This Act takes effect November 1, 2009.

### **SUMMARY**

Current law exempts from excise tax motor vehicles owned by a resident or nonresident on active military duty who is permanently stationed at a military base in Maine.

This bill allows a municipality to also exempt from the motor vehicle excise tax vehicles owned by residents of Maine who are deployed for military service, either in the National Guard, the Reserves or the Armed Forces of the United States, for a period of more than 30 days.

**FYI**

**FYI**

**FYI**

*Sample*

MUNICIPALITY OF OWLS HEAD , MAINE

ORDINANCE  
EXEMPTING ELIGIBLE ACTIVE DUTY MILITARY PERSONNEL  
FROM VEHICLE EXCISE TAX

Section 1. Authority.

This ordinance is enacted pursuant to 36 M.R.S.A. § 1483-A, which expressly authorizes such ordinances.

Section 2. Excise tax exemption; qualifications.

Vehicles owned by a resident of this municipality who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days and who desires to register that resident's vehicle(s) in this State are hereby exempted from the annual excise tax imposed pursuant to 36 M.R.S.A. § 1482.

To apply for this exemption, the resident must present to the municipal excise tax collector certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days.

For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces.

For purposes of this section, "deployed for military service" has the same meaning as in 26 M.R.S.A. § 814(1)(A).

For purposes of this section, "vehicle" has the same meaning as in 36 M.R.S.A. § 1481(5) and does not include any snowmobiles as defined in 12 M.R.S.A. § 13001.

Section 3. Effective date; duration.

This ordinance shall take effect immediately upon enactment by the municipal legislative body unless otherwise provided and shall remain in effect unless and until it or 36 M.R.S.A. § 1483-A is repealed.

Attest to: [Signature] Selectmen:  
Town Clerk

[Signature]  
[Signature]  
[Signature]

Date: 8/20/12

Adopted August 20, 2012

