

Readfield Select Board
Meeting for
Jan. 26, 2015

**Readfield Select Board
Regular Meeting
Agenda**

January 26, 2015

Meeting starts: 6:30 PM

Location: Gile Hall

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of December 29, 2014 and January 6, 8, & 13, 2015 - 10 minutes
2. **Warrant: #15** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments

6. Board of Appeals applicant: Fran Zambella
Registrar appointee: Robin Lint
Road Committee and Board of Appeals resignation: Eugene Murray

Unfinished Business:

7. Annual Chairs Meeting Policy: revision reading – 5 minutes
8. Public budget input survey – 15 minutes

New Business:

9. Municipal Resources, Inc. proposal – 10 minutes
10. Appointment Procedures review process – 10 minutes
11. Other (if needed)

Public Communications:

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

Executive session – if needed.

Adjournment

#1 Minutes

1. Minutes

Please see attached Select Board meeting minutes of December 29, 2014 and January 6, 8, & 13, 2015.

The minutes for Jan. 12, 2015 will be available for review at the next meeting on February 9, 2015.

Town of Readfield – SELECT BOARD

MINUTES

12/29/2014

6:37 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Thomas Dunham,
MEMBERS ABSENT	Greg Durgin, Allen Curtis
MEETING TYPE	SELECT BOARD
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager, Stefan Pakulski, Milton Wright, Deb Doten, Fran Zambella, Grace Keene

Agenda topics

	#1 MINUTES None
MOTION	
SECOND	
PASS/FAIL	
	#2 WARRANT REVIEW #13
DISCUSSION	1) Discussion of Warrant Items.
MOTION	Motion by Selectperson Dunham to approve Warrant #13 in the amount of \$336,173.28, which is the result after removing \$70 from the Bernstein Shur line per Chairperson Reay's request.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-0
	#3 SELECT BOARD COMMUNICATIONS
DISCUSSION	1) Chairperson Reay reminded everyone of the following dates: 01/06 Employee Lunch, 01/06 @ 4:30 for an executive session, 01/07 Meeting at the RSU, 01/13 joint Budget Committee and Select Board & 01/05 @ 6:30 for the Chairs Meeting. 2) Selectperson Pomerleau has the wonderful duty of reviewing the warrant for the next period. 3) Selectperson Dunham is working towards a template for the roadwork and it is coming along quite nicely and he is still gathering data. 4) Chairperson Reay encouraged everyone to look at the Town of Gardiner's website to view their broadcasts and discuss with Selectperson Curtis at a future meeting.
MOTION	
SECOND	
PASS/FAIL	
	#4 TOWN MANAGER
DISCUSSION	1) 01/20/15 is the alternate date for the Chair's meeting if necessary. 2) Town Manager Pakulski will be the temporary Health Officer until the positions are reappointed. 3) Winthrop is implementing a system of notification similar to the Maranacook Schools emergency notification system. Several issues were presented from current users that should be researched. 4) The employee overtime worksheet presented to the Board was to review and discuss any questions or changes the Board may have for the upcoming budget session. 5) The Board would like to keep this spreadsheet going and updated for the current budget session. (Consensus)
MOTION	
SECOND	
PASS/FAIL	
	#5 BOARDS, COMMITTEES, COMMISSIONS AND DEPARTMENTS
DISCUSSION	1) Resignation of Jessica Cust from the Library Board.
MOTION	Chairperson Reay regretfully accepts the resignation of Jessica Cust from the Library Board.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-0

#6 SNOWPLOW ORDINANCE**DISCUSSION**

- 1) Town Manager Pakulski presented the Board with the opinions of Maine Municipal Legal and Maine DOT regarding the legality of the Towns' Snowplow Ordinance.
- 2) It is illegal to leave snow in a roadway (including whole right-of-way).
- 3) The Town Manager will work with plow contractor to identify any locations where plowing might be leaving snow in a right-of-way and inform property owner this cannot be done.
- 4) If a property owner fails to respond to this information, the Town Manager will call the State Police or Kennebec Sheriffs' Office in the case of plowing that illegally leaves snow in a right-of-way.

MOTION**SECOND****PASS/FAIL****#7 BUDGET UPDATE****DISCUSSION**

- 1) The Town Manager will check whether any employees will be eligible to receive planned recognition items in the next fiscal year, so that appropriate amounts can be budgeted.
- 2) Board members can email the Town Manager separately with any other budget ideas or information.

MOTION**SECOND****PASS/FAIL****#8 OVERTIME UPDATE****DISCUSSION**

- 1) This item was discussed earlier in the meeting under #4 Town Manager.

MOTION**SECOND****PASS/FAIL****#9 PUBLIC INPUT SURVEY****DISCUSSION**

- 1) The Board is asking residents to comment on some of the things they think should be cut from the budget. The RSU #38 budget is a separate vote.
- 2) The Town budget is responsible for just over 4 mils of the 18.5 mil rate. The RSU #38 is responsible for about 13 mils of the mil rate, and county taxes are about 1 mil of the mil rate.
- 3) The Board will consider a possible survey for residents to get more input for the budget process. The Board and residents should submit questions separately to the Town Manager. (Consensus)

MOTION**SECOND****PASS/FAIL****#10 EMPLOYEE TIME LOGS****DISCUSSION**

- 1) There is some good detail and room for improvement among employees who should use log books.
- 2) The Board agreed these employees should all use a calendar-style book rather than a notebook, similar to a DAY-TIMER.

MOTION**SECOND****PASS/FAIL****#11 RESIDENT LETTERS TO THE BOARD****DISCUSSION**

- 1) The Board discussed three (3) letters received from residents Kathryn Woodsum, Deborah Doten, and Milt Wright. This included conferring with Deb Doten and Milt Wright who attended the meeting. The Board did not direct any further written responses to these letters.

MOTION**#12 OTHER**

- 1) The Board added discussion of an approach to an upcoming agenda item with resident John Parent scheduled for January 12, 2015.
- 2) Sue Reay recused herself from discussion of the substance of this issue, but shared in how to structure the meeting.
- 3) Val Pomerleau will lead the discussion, and Sue Reay recommended she contact legal counsel about it.

Motion by Selectperson Dunham for Val Pomerleau contact legal counsel regarding John Parent's letter and how to handle a public discussion of it.

Selectperson Pomerleau

PASS/FAIL	3-0 in favor.
	#13 PUBLIC COMMUNICATIONS
Mr. Zambella	<ol style="list-style-type: none"> 1) Mr. Zambella commented that he was surprised to hear the content of the letters presented that evening and thought that the Board was doing a very good job at being transparent, open and honest. The Board speaks in common language that residents appreciate and understand. 2) Mr. Zambella also commented on Chairperson Reays' comment regarding the eye sore at the Munson Farm and wanted to know what is being done about the Maranacook Motors building. 3) He also asked about the procedure for the commercial haulers, if they recycle, and if they notify their customers that it is a state law to recycle. 4) Chairperson Reay informed Mr. Zambella that the haulers are required to notify their customers and that if residents bring their trash in black bags, employees can ask them to open them and refuse the disposal if not separated. 5) Ms. Dote remarked that she absolutely loves the compost pile at the transfer station and hopes that it will continue.
MOTION	
SECOND	
PASS/FAIL	
PASS/FAIL	

Chairperson Reay adjourns the meeting at 8:38 pm.

Town of Readfield – SELECT BOARD

MINUTES

01/06/2015

4:35 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Thomas Dunham, Allen Curtis, P. Greg Durgin
MEMBERS ABSENT	
MEETING STYLE	SELECT BOARD special meeting
NOTE TAKER	Stefan Pakulski, Town Manager
ATTENDEES	Milton Wright

Agenda topics

	#1 Executive Session
	1) Chairperson Reay convened the meeting at 4:35 PM.
MOTION	Chairperson Reay moved to enter executive session, pursuant to M.R.S.A. Title 1, section 405, 6 D regarding labor negotiations, with the Town Manager invited to attend.
SECOND	Second by Selectperson Dunham
PASS/FAIL	5 – 0
	The Board entered executive session.
	The Board left executive session at 4:40 PM and reconvened in open public session.
MOTION	Chairperson Reay moved to enter executive session pursuant to M.R.S.A. Title 1, section 405, 6 A, regarding personnel, with the Town Manager invited to attend.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	5 – 0
	The Board left executive session at 6:23 PM and reconvened in open public session.
MOTION	Chairperson Reay moved for the Select Board to convene for an executive session at 4:30 PM on Thursday, January 8, 2015 at the Town Office.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	5 – 0

Chairperson Reay adjourns the meeting at 625 pm.

Town of Readfield – SELECT BOARD

MINUTES

01/08/2015

4:36 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Thomas Dunham, Allen Curtis, P. Greg Durgin
MEMBERS ABSENT	
MEETING TYPE	SELECT BOARD special meeting
NOTE TAKER	Stefan Pakulski, Town Manager
ATTENDEES	Milton Wright

Agenda topics

	#1 Executive Session
	<ol style="list-style-type: none">1) Chairperson Reay convened the meeting at 4:36 PM, then read a statement that the Select Board does not need to post an agenda for any meeting. Meetings of the Select Board must be duly posted or announced for the public, but there is no requirement for an agenda to be posted.2) She also noted there would be no further appeal of the Labor Relations Board's decision on a Unit Determination for Readfield employees. Union election ballots will be mailed to eligible employees on Jan. 23, 2015. Ballots will be opened at the LRB on Feb. 10, 2015.
MOTION	Chairperson Reay moved to enter executive session, pursuant to M.R.S.A. Title 1, section 405, 6 A regarding personnel, with the Town Manager invited to attend.
SECOND	Second by Selectperson Curtis
PASS/FAIL	5 – 0
	The Board entered executive session at 4:40 PM
	The Board left executive session at 6:20 PM and reconvened in open public session.

Chairperson Reay adjourns the meeting at 6:21 pm.

Town of Readfield – SELECT BOARD

MINUTES

01/13/2015

4:36 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Thomas Dunham, Allen Curtis, P. Greg Durgin
MEMBERS ABSENT	
MEETING TYPE	SELECT BOARD special meeting
NOTE TAKER	Stefan Pakulski, Town Manager
ATTENDEES	Milton Wright, Deborah Nichols, Robin Lint, Teresa Shaw

Agenda topics

	#1 Executive Session
	1) Chairperson Reay convened the meeting at 4:36 PM
MOTION	Chairperson Reay moved to enter executive session, pursuant to M.R.S.A. Title 1, section 405, 6 E, with the Town Manager invited to attend.
SECOND	Second by Selectperson Durgin
PASS/FAIL	5 – 0
	The Board entered executive session at 5:25 PM and convened in open public session
	Selectperson Curtis said the Select Board had received a letter.
MOTION	Selectperson Curtis moved to accept the letter of resignation from the Town Manager.
SECOND	Second by Selectperson Pomerleau.
DISCUSSION	Selectperson Durgin noted he was disappointed it had come to this and said it was a sad for him and the Town. Selectperson Curtis noted the bottom line was the letter was submitted for personal reasons which he felt were justified and he supported the Town Manager's decision. Chairperson Reay said they all appreciate the Town Manager's service.
PASS/FAIL	2 – 3 motion fails (Reay, Dunham, Durgin)

Chairperson Reay adjourned the meeting at 5:32 pm.

#2 Warrant

#3

Select Board

3. Select Board communications

Tom Dunham will present an update on his road project tracking spreadsheet, as well as directives for the Public Works ad hoc committee, and possibly any follow-up conversation he has had with John Knox regarding the Giles Road bridge and Town Office parking lot lights.

Greg Durgin attended the January 7th & 21st RSU budget meetings and provided the attached notes.

Allen Curtis has been working on a public budget input survey which the Board will review later on the agenda.

The Board will have at least one more joint meeting with the Budget Committee on January 28th, and possibly another or more in February.

Select Board members may share additional communication items.

Notes: RSU #38 Board January 7th meeting (Budget)

Goal setting meeting: Board chose not to set either a % goal or a dollar amount believing that the public focuses just on numbers (we went down that road!). Instead their goal is to maintain integrity while promoting academic success for the students of RSU# 38.

The board knows that there are several unknowns surrounding the budget i.e rising costs of insurance and electricity, state funding for public education (this dollar amount is always late in being released usually after the budget process has closed or nearly closed) (Gov has proposed flat funding from last year which in reality is a cut)

Towns are mandated to pay a percentage towards MainePers (state retirement) and an increase is expected over last year (3.6%) staff pay almost 8 %

Initial budget came in at an increase of about 8% however the first meeting held after that cut the amount to less than 7% and there are several more meetings before May.

Possibility of a new staff person at Mt. Vernon for K-1 grades

No item in the budget for moving any grade anyplace besides where it is located now.

There is a proposal for universal Pre K which could mean an increase of \$85,000

There presently are no savings built in to the budget for lower fuel costs (Mark Robinson (TM Fayette) is looking into shared bidding for towns and the CSD

There was widespread support from the board to reach out to provide info to groups beyond parents: young voters, adults without children in school, etc.

They plan to communicate, communicate, and communicate as they did last year and to try new avenues to do that. (Chalkboard etc)

First presentation of any numbers is set for the January 21st meeting.

RSU # 38 Budget Workshop meeting of January 21, 2015

The meeting opened with the principals of each school making presentations for their new staffing requests and the rationale for each. A summary sheet of those requests is included as an attachment. Board members asked questions on each increase. The session was devoted to the presentations with final dollar figures not being part of the objective for the meeting. Board members were asked to take time and review the proposals before next meeting.

First round figures for all all schools for all budget categories were then passed out. This financial information should be posted on the school's website this week. These figures do include all the requests made during the meeting regarding new positions.

The figures represent a 6% increase over the final budget passed last year. The superintendent stressed that this is the first draft and subsequent meetings will be paring the budget requests down. The figures are NOT final in any way, shape, or manner. It is a work in progress only.

The item that brought forth the most questions and discussion was the middle school request for a behavior/interventionist teacher in the amount of \$45,000. The board chose to look at this more closely as a district need vs. a middle school need. The proposal is being sent back to the district administrative team for a deeper discussion.

The next meeting is scheduled for February 4th at Readfield Elementary School. It is a regular meeting as well as a budget workshop session. Areas to be discussed in the budget include Technology, Special Education, English Language Learners (ELLS) Gifted and Talented, Auditor Ron Smith.

Submitted ny Greg D.

REGIONAL SCHOOL UNIT NO. 38
BUDGET YEAR 2015-2016
SUMMARY OF STAFF INCREASES
 Version 1A - First Draft

SCHOOL	POSITION	TIME	COST	NOTES
District - Elementary	Nurse	.44 FTE	16,500	Elementary Schools - 2.0 FTEs
District - MTV / WES	Guidance	.30 FTE	15,000	Inc. to MTV 2.0 days & WES 2.0 days
District - Interventionist	Elementary Math Interventionist	1.0 FTE	45,000	
District - Interventionist	Elementary Literacy Specialist	.5 FTE	25,000	.5 FTE at WES
District - Bus Drivers	Pre-Kindergarten Runs	2.0 FTE	60,000	2 Additional Pre-K runs
District - Technology	Technology Technical Support	12 Hrs per Week	10,000	Increase to 32 Hrs per week
District - Sp Ed Admin	Special Education Director	.1 FTE	10,000	Increase to full time
District - BCBA	Regular Education BCBA	.2 FTE	13,500	
Manchester Elementary	Pre-Kindergarten - Ed Tech II	1 @ 3.5 Hrs per Day	11,000	Currently funded by Town of Manchester
Elementary Transfer	Classroom Teacher		-	Transfer from Manchester to Mt. Vernon
Mt. Vernon Elementary	Music/Art/Computer Sections	.30 FTE	15,000	Added 1 Teacher FY15 & 1 Teacher FY16
Readfield Elementary	Pre-Kindergarten - Ed Tech II	1 @ 3.5 Hrs per Day	11,000	Full afternoon session
Wayne Elementary	Pre-Kindergarten Teacher/Ed Tech	?		Unknown if needed
Middle School	Behavior/Interventionist Teacher	1.0 FTE	45,000	New Program
High School	Literacy Interventionist	1.0 FTE	50,000	
High School	Math Interventionist	1.0 FTE	45,000	
			372,000	

#4

Town Manager

4. Town Manager:

The Town Manager will give any updates on the scheduled lien foreclosures.

The Town Manager has been working mostly on the budget process of late. The new spreadsheet is still in development, but hopefully will be available for the next joint budget meeting on Jan. 28, 2015.

MDOT paving schedule: see attached notice for work planned in Readfield.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

PAUL R. LePAGE
GOVERNOR

January 12, 2015

Ladies and Gentleman:

Subject: MaineDOT Light Capital Paving Operations for 2015

The Maine Department of Transportation (MaineDOT) has funded approximately 600 miles of Light Capital Paving (LCP) across the State for this summer. A copy of the LCP projects, sorted by Maintenance Region, including municipalities and roads to be paved is included with this correspondence. Location maps showing the specific areas to be paved can be found at the MaineDOT web link below. Scroll down to the 3/18/2015 advertise date and click on "View Map" for your LCP area.

<http://www.maine.gov/mdot/projects/workplan/annual/>

Paving, in general, will consist of an average depth of 5/8-inch. For LCP projects, utility pole relocations are not planned as part of the projects. Adjustments to buried facilities are usually not required, but utilities will be contacted and adjustments made if required. LCP typically will not be completed at any at-grade Railroad crossings unless other arrangements have been made. If you have a facility which you feel may be impacted, or are planning to install or upgrade any structure(s) in any of these roadways, please contact the LCP Paving Manager or Utility Coordinator for the Region, so that proper coordination can be addressed. If you have questions regarding the paving schedules, please contact the LCP Manager for the respective Region.

Region	LCP Paving Manager/ Utility Coordinator	Telephone	Email
1	Ryan Hodgman/ Rick Paraschak	592-7382 592-3132	ryan.hodgman@maine.gov rick.paraschak@maine.gov
2	Michelle Boone/ Mike Barden	441-5452 446-1194	michelle.boone@maine.gov mike.barden@maine.gov
3	Scott Cook/ Terry Blair Jr.	592-2959 592-3865	scott.cook@maine.gov terry.blairjr@maine.gov
4	Jared Stanley/ Derrick Carleton	592-3134 215-3231	jared.stanley@maine.gov derrick.carleton@maine.gov
5	Roger Soucy/ Dave Lycette	215-8739 592-1378	roger.soucy@maine.gov david.lycette@maine.gov

Thank you for your cooperation.

Sincerely,

Michael J. Moreau, P.E.
MaineDOT, Utility Engineer

Attach: LCP Project List.



PRINTED ON RECYCLED PAPER

REGION	WIN	Map ID	LCP AREA	TOWNS	ROUTE	Project Description	MILES	COUNTY
2	22905	2	Mount Vernon	Readfield, Mount Vernon	North Rd	North Rd, Beginning at the intersection with Route 17 in Readfield, extending 9.46 miles northerly to the intersection of the Belgrade Road in Mount Vernon	9.46	Kennebec
2	22905	3	Mount Vernon	Readfield, Manchester, Belgrade	135	Rte 135, Beginning at the intersection of Route 17 in Readfield, extending 8.97 miles to the intersection of Route 27 in Belgrade	8.97	Kennebec
2	22906	1	Searsmon t	Northport, Lincolnville, Camden	52	Rte 52, Beginning at the intersection of Route 1 in Camden, extending 13.96 miles northerly to the Urban Compact Line in Belfast	13.96	Waldo/Knox
2	22906	2	Searsmon t	Union, Appleton, Searsmon t, Belmont	131	Rte 131, Beginning at the intersection of Route 17 in Union, extending 15.43 miles northeasterly to Route 3 in Belmont	15.43	
2	22906	3	Searsmon t	Benton	139	Beginning at the Unity TWP /Benton town line, extending 6.3 miles westerly to the intersection with Falls Road	6.3	Waldo
2	22906	4	Searsmon t	Knox, Washington	220	Washington, extending 23.9 miles northerly to the intersection of Route 137 in Knox	23.9	Waldo/Knox
2	22906	5	Searsmon t	Searsmon t	New England Rd	131/173, extending 3.55 miles northerly to the intersection with Route 3	3.55	Waldo
2	22906	6	Searsmon t	Hope, Lincolnville	235	Rte 235, Beginning at the intersection of Route 105/235 in Hope, extending 3.01 miles northeasterly to the intersection of Route 52	3.01	Waldo/Knox
2	22906	7	Searsmon t	Sommerville, Palermo	Turner Ridge Rd	Turner Ridge Rd, Beginning at the intersection with Route 105 in Sommerville, extending 5.57 miles northerly to the intersection with Route 3 in Palermo	5.57	Lincoln/Waldo
3	22907	1	e	Harmony	Main St	Beginning at Rte 150 and extending, easterly 0.38 of a mile.	0.38	Somerset
3	22907	2	e	Wellington	Parkman Rd	Beginning at Rte 154 and extending, easterly 0.94 of a mile.	0.94	Piscataquis
3	22907	3	Cambridg e	Wellington	Parkman Rd	Beginning 0.52 of a mile east of Smith Hill Rd and extending, easterly 0.19 of a mile.	0.19	Piscataquis
3	22907	4	Cambridg e	Cambridge	150	Beginning 0.97 of a mile north of Harmony T/L and extending, northerly 0.68 of a mile.	0.68	Somerset
3	22907	5	e	Ripley	Chandler Hill Rd.	Beginning at Main St and extending, easterly 7.05 miles.	7.05	Somerset
3	22908	1	Livemore	Turner	Weston Rd	Beginning at Rte 4 and extending, westerly 0.66 of a mile.	0.66	Androscoggin
3	22908	2	Livemore	Turner	Center Bridge Rd	miles.	2.44	Androscoggin
3	22908	3	Livemore	Turner	117	Beginning at Upper St and extending, northerly 4.26 miles.	4.26	Androscoggin
3	22908	4	Livemore	Turner, Livemore	108	Beginning at Rte 219 and extending, northerly 4.46 miles.	4.46	Androscoggin

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#5

Boards,

Committees,

Commissions

#6

Appointments

reappointments

#7

Annual Chairs Mtg.

Policy Review

7. Annual Chairs Meeting Policy: revision reading

Please see the attached revision of the Annual Chairs Meeting Policy, with changes as discussed at the January 12, 2015 Select Board meeting.

If approved in this version, a clean copy will be available for the Select Board to sign, and the policy will become effective immediately.

Annual Meeting of Select Board and Board/Committee/Commission Chairs

Policy: There will be a collective annual gathering of the Select Board and the Chairs of Town Boards, Committees and Commissions convened with the following objectives:

- 1) to meet legal requirements pertaining to training and education of municipal officers;
- 2) to review administrative structure of Town government with particular attention to the responsibilities, duties and interactions of committees, Town administration and the Select Board; and,
- 3) to present and discuss the action plans and goals for the committees, Town administration and Select Board.

Attendance is required by all Board/Committee/Commission Chairs. Exception: Chair attendance may be substituted with the applicable Vice-Chair or other appropriate member representative.

Frequency: Annual

When: To take place as a Special Select Board Meeting, ideally after completion of committee appointments, election of chairs, completion of action plans and forecast budgets, typically during the month of January.

Initially approved by the Select Board on October 14, 2008

Revised and approved by the Select Board on January 26, 2015

Sue Reay, Chair

Valarie Pomerleau, Vice Chair

Thomas Dunham

Allen Curtis

P. Greg Durgin

#8

**Public Budget
input survey**

8. Public budget input survey

Please see the attached draft survey as prepared by Allen Curtis after the last Board meeting on January 12, 2015.

The Select Board and Budget Committee were asked for additional suggestions or changes to make to the survey. Some of those are included below. The Town Manager will send any additional received items electronically to the Select Board and Budget Committee, and will be presented at the meeting on Monday evening as well.

The Select Board will consider any of the suggestions or changes and a possible final revised survey to prepare and release to the public on Tuesday, January 27, 2015. The survey will be available electronically on the Town's website, as well as in hard copy available at the Town Office, Library, and Transfer Station.

Survey results will be collected and shared with the Select Board and Budget Committee, and made available to the public.

Received comments from Sue Reay as of 01-22-2015:

1. 4th question: Do you feel that any of the town services offered can operate on a less frequent work week? If so, where and what. Add comment box.

2. 5th question:

(reword) Roads are one of our largest budgets, do you feel that we should cut back on what the town has been providing for work and maintenance? (Road reconstruction, paving, maintenance, plowing, sidewalk plowing on week-ends, etc..)

3. 6th question: Are you in favor of the town looking into the costs to repair the Giles Road bridge? (Only researching at this point)

49

Municipal Resources

Inc. Proposal

9. Municipal Resources, Inc. (MRI) proposal

Please see the information below from MRI, as presented by Chair, Sue Reay who spoke with MRI's president regarding a possible \$1,000 "operational assessment" with Readfield:

Municipal Resources Inc.

Founded in 1989, Municipal Resources Inc. (MRI) has two (2) principals, a staff of eleven (11) full-time professionals, four (4) administrative support staff, ten (10) part-time professionals, and a large group of professional affiliates from which it can draw for consulting services as necessary.

Our seasoned management staff can tailor services to specific client needs. Our clients realize that we have been in their shoes; we have the experience, sensitivity and desire that it takes to develop and deliver services that specifically meet their needs.

MRI is committed to providing innovative and creative solutions to the problems and issues facing local governments and the agencies that serve them. Combined staff experience in the operations of local government, coupled with an understanding of the realities of today's economic, regulatory, and political environments gives MRI a unique capability which can be specifically structured and focused to meet the unique needs of each community – providing what you need when you need it.

The depth of MRI's experience is reflected not only in the experiences of its associates, but in the scope of services it provides its clients, from professional recruitment to organizational and operational assessments of individual municipal departments and school districts or ongoing contracted services for various town government and school business support activities.

You will find that we approach every assignment with enthusiasm, responsiveness, creativity, and absolute integrity. We are very proud of our record and reputation for supporting quality local government services through better organization, operations, and communication.

MRI has provided professional, technical, and management support services to more than 400 local government entities since 1989. The firm is organized into several functional operating areas: Finance, Tax Assessing, Planning and Economic Development, Public Works, Public Safety, School Business Management and Human Resources. We perform specific project assignments such as organizational and operational studies, wage and salary surveys, land use plan development or updates and executive recruitments. We also have contracts with the NH Municipal Association, the Pennsylvania League of Cities and Municipalities, and the Rhode Island Inter-Local Trust to provide various operational support, training, and consulting assistance to their members.

1 0

**Appointment Procedures
review process**

10. Appointment Procedures review process

Following the discussion at the January 12, 2015 meeting with Road Committee and Budget Committee member, John Parent, Select Board member Tom Dunham requested that this item be added to the agenda.

Different aspects of the Town's appointment procedures for volunteer members of boards, committees and commissions were considered in the previous discussion. The Board also received relevant comments and recommendations during a recent MMA training workshop on the roles of boards and managers.

The Select Board could consider a possible process for reviewing the appointment procedures to make any suggested updates or revisions. This possibly could include a subcommittee of Select Board members, possibly with representation from chairs of different committees, or review by the committee chairs, and input from Town employees. Although this is not considered to be an item of immediate priority, the Board could consider a possible schedule for conducting the review.

TOWN OF READFIELD

PROCEDURES FOR APPLICATION FOR APPOINTMENT AND RE-APPOINTMENT

TO BOARDS, COMMITTEES AND COMMISSIONS

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 disability. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability 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.

1. Applicant's Process:

- a) Each applicant applying for a vacancy on a board, committee or commission shall complete an Appointment Application provided through the office of the Clerk for the position for which the applicant seeks appointment.
- b) All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Re-appointments may or may not be asked to attend a Select Board meeting for re-appointment with exception noted in Item 6c.
- c) All re-appointment applicants need to re-apply for their position by May 31st of the expiring year. If not done so, the applicant may lose their position on their chosen board, committee, or commission.
- d) All applicants and re-appointment applicants shall be provided a copy of this policy along with the Appointment Application upon appointment or re-appointment.
- e) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic workshop for Planning Board or Board of Appeals members offered by MMA. Upon completion of the basic workshop, members are responsible to provide a certificate of completion to the Town Clerk.
- f) Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Planning Board, Board of Appeals, Library Board of Trustees and Recreation Board.
- g) Applicants who have not been appointed to a position by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration by the Board for the same or another appointive position. Re-considered applications need to follow all steps in this procedure, except completing another application.

2.) Town Clerk's Process:

- a) The Clerk shall not accept or present any application for appointment to any board, committee or commission to the Select Board for review before the current position is determined open and available to be filled.
- b) The Clerk shall be responsible for advertising any and all openings for positions on boards, committees and commissions as per the Advertising Section (3) of this procedure policy.
- c) The Clerk shall forward all completed appointment applications and recommendations to the Town Manager in a timely manner.
- d) The Clerk shall send all letters of resignation to the Town Manager to be added to a Select Board agenda for review and acceptance by the Select Board.
- e) After the acceptance of a letter of resignation by the Select Board, the Clerk will record the opening on that board, committee or commission.
- f) The Clerk, working in conjunction with the Town Manager, shall be responsible for arranging all interviews at the mutual convenience of the Select Board and the applicants.
- g) The Clerk shall inform all applicants for appointment and reappointment of the Select Board's decision.
- h) The Clerk or his/her designee must administer an oath of office to the appropriate appointees before assuming the duties of the position to which the applicant has been appointed.
- i) The Clerk shall notify the Chair of the board, committee or commission of the action taken by the Select Board regarding the status of the appointment or re-appointment of a candidate to a board, committee or commission on which the person serves as Chair

3. Board, Committees, and Commissions Process:

- a) Opening by expiring term: The board, commission or committee chair shall notify the member that his/her term is expiring by May 1st of the expiring year informing the member that he/she needs to re-apply for their position before May 31st of the current year and, if this is not done, it will create an automatic opening.
- b) Opening by resignation: The Chair shall send all resignations that he/she receives to the Clerk. All resignations shall be in writing either by e-mail or letter.
- c) The Chair shall also supply a brief outline of the duties of the position to be filled to the Clerk for advertising.

- d) The Chair shall provide a recommendation to the Select Board for each appointment or reappointment application received by the Clerk for their board, committee or commission.
- e) Each chair shall be given this policy upon appointment as Chair or re-appointment as Chair. All board, committee and commission members shall abide by the guidelines that the Select Board has added as an addendum to this policy.

4.) Advertisement Process:

- a) Advertising shall be accomplished through use of the Town of Readfield website, publishing in the monthly Readfield Messenger and posting at the Town Office and Town of Readfield PEG TV station. The following notifications are optional: posted at the Town Library and in the Community Advertiser.
- b) The advertisements shall list the board, committee or commission, the title of the position and the length of the term. All positions shall be advertised "until filled".

5.) Town Manager's Process:

- a) The Town Manager shall inform the Select Board of all applications and resignations from boards, committees and commissions by making them an agenda item for the Select Board's review.
- b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions on applicants for appointment, re-appointment and resignations.

6.) Select Board's Process:

- 1. No opening shall be considered by the Select Board unless the following have been met:
 - 2. notification process to the Clerk has been completed and recorded
 - 3. advertising has been completed
 - 4. a recommendation by the Chair of the board, committee or commission is attached to the application.
-
- a) The Select Board shall review each application for appointment or re-appointment before making a determination about the fitness of the applicant for the position.
 - b) The Select Board shall interview all new appointment applicants and may choose to interview re-appointments. The Select Board always has the option to forego a new appointment interview if the majority of the Select Board feels they know the applicant because of their service on other boards, committees or commissions.

- c) The Select Board shall act on applications for boards, committees and commissions no later than the second regularly scheduled meeting following the receipt of the application or when convenient for the applicant.
- d) The Select Board may choose to reconfigure the board, committee or commission before any more applicants may be appointed (unless such configuration has been set by Town Meeting and/or State Law).
- e) When reviewing an application for appointment, the Select Board may consider the applicant's prior education, training, experience and comments received from board chairs, committees, commissions the public and any other qualifications related to the position for which applied.

Original procedures amended by the Select Board on 9/24/2012

This draft created by Select Board subcommittee and Town employees input, 8/8/13

Original procedures amended and approved by the Select Board on 10/21/2013

Guidelines attached were incorporated by the Select Board on 10/21/2013

Amended Oct 21, 2013

Select Board

Sue Reay, Chair P.

Greg Durgin, Vice Chair

Lawrence Dunn

Valarie Pomerleau

Allen J. Curtis

GUIDELINES FOR BOARDS, COMMITTEES AND COMMISSIONS

CHAIRS DUTIES AND RESPONSIBILITIES:

1. The Chair will conduct all meetings.
2. The Chair shall prepare an agenda for each meeting using the following guide:

Meetings shall consist of the following agenda:

- a. Roll call and determination of a quorum.
- b. Review and approval of minutes of previous meeting.
- c. Oral and Written Communications
- d. Opportunity for members of the public to address the Board, Committee or Commission.
- e. Old (unfinished) business.
- f. New business.
- g. Adjournment.

Each agenda shall be posted.

3. The Chair will maintain a schedule and preliminary agenda for all meetings to be conducted in his or her term. This will be used to help assure efficient use of the Board, Committee or Commission's time while conducting necessary Town business.
4. The Chair will routinely meet with the Town Manager to ensure that they stay current with Town issues.
6. The Chair is deemed to be the public spokesperson for the Board, Committee or Commission although he/she can designate this responsibility freely.
7. All members of the Board are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members.
8. A vacancy in the position of Chair will be filled as soon as possible
9. The Chair is responsible for writing an article for the Town Report each year and for the Readfield Messenger if meetings are held that month.

10. The Chair of each board, committee or commission shall notify the Town Clerk when an opening occurs on the board, committee or commission that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.

11. The Chair is to give each member a copy of the Town's policy on Procedure for Application, Appointment and Re-appointment along with a copy of these guidelines.

12. Chair is responsible for keeping minutes of meetings or assigning a member to keep them.

13. Minutes shall be turned into the Town Clerk for posting on the web site.

14. Notifying all members of meetings.

15. Posting of meetings with agenda's.

16. Chair is to attend the Annual Chairs Meeting.

17. Annually the Chair shall update the Goals and Missions statement.

Planning Board shall use the microphones for their meetings.

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions, the Chair may have additional duties and responsibilities. These additional duties are discussed in this section. Except when the responsibility falls on the Chair in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law, with the business being conducted by the Board, Committee or Commission; (c) at any other time at the reasonable discretion of the Chair.

A vote of other members present shall take place to who will preside over said meeting.

11. Other (if needed)

The Select Board could consider adding agenda items, as needed.

12. Public Communications:

Members of the public may address the Select Board on any topic, according to the Select Board's policy.

Executive session (if needed)

Adjournment