

**Readfield Select Board**  
**Regular Meeting Minutes – January 11, 2016 – *Unapproved***

**Select Board Members Present:** Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine, and Allen Curtis

**Others Attending:** Eric Dyer (Town Manager), William Starret (Channel 7), Kathryn Woodsum, Lorraine Wagner, Sandra Rourke, Marion Dunham, Romaine Turyn, Hannah Flannery, Bruce Chandler Jr.

Ms. Pomerleau called the meeting to order at 6:33 pm followed by The Pledge of Allegiance.

**Regular Meeting**

- **16-068 - Minutes:** Select Board meeting minutes of December 28, 2015
  - **Motion** made by Mrs. Sammons to approve the minutes of the December 28, 2015 meeting, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.
- **16-069 - Warrant: #29 & #30**
  - **Motion** made by Mr. Dunham to approve Warrant #29 & #30 in the amount of \$ 344,829.43, **second** by Mr. Curtis. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - Mrs. Sammons looked at the Kennebec Valley Chamber of Commerce website. It doesn't seem to describe Readfield very well under the Town of Readfield description.
  - Mrs. Sammons mentioned that the link of the town website for Readfield Business Alliance is a dead link. The website should have a resource list of Readfield businesses. Check Readfield Enterprise Fund (REF) resources, information and look into reactivating the REF Committee. A possibility of a community bulletin board at the town office where businesses can put their business cards for citizens to take if needed.
  - Mr. Bourgoine spoke regarding part of the communication goals that he is a part of with Mrs. Sammons and that there will be more forthcoming information in the future and to look into the town website to be more user friendly.
- **Town Manager**
  - Eric Dyer, Town Manager went over his Town Manager Report dated for 01-11-2016
  - Looking into the habitual slippery road near the Town Office.
  - Move the telephone number for McGee to the front of the Website so citizens can call if their road isn't plowed.
- **Boards, Committees, Commissions & Departments**
  - **Cemetery Committee Minutes – December 7, 2015**
    - Thank you for the minutes from the December 7, 2015 meeting
- **Public Communications -** Members of the public may address the Select Board on any topic
  - None

### Appointments / Reappointments & Resignations:

- **16-070 – Accept the resignation of John Stanley from the Roads Committee**
  - **Motion** made by Mr. Bourgoine to approve the resignation of John Stanley from the Road Committee, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-071 – Appoint Hannah Flannery to the Recreation Board of Directors**
  - **Motion** made by Mr. Bourgoine to approve the appointment of Hannah Flannery to the Recreation Committee through June 30, 2017, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-072 – Appoint Romaine Turyn to the Age Friendly Community Adhoc Committee**
  - **Motion** made by Mrs. Sammons to approve the appointment of Romaine Turyn to the Adhoc Age Friendly Community Committee through June 30, 2017, **Second** by Mr. Curtis. **Discussion:** Four more openings for the Adhoc Age Friendly Community are posted. **Vote** 5-0 in favor.

### Unfinished Business:

- **16-060 – 2<sup>nd</sup> Reading of the revised Board Roles & Responsibilities Policy**
  - **Motion** made by Mr. Bourgoine to approve the 2<sup>nd</sup> reading of the Board Roles & Responsibilities Policy, **Second** by Mr. Dunham. **Discussion:** Overall a good review for everyone. **Vote** 5-0 in favor.
- **16-062 – Discussion of Secret Ballot Review Process**
  - Mr. Dyer spoke regarding the two documents provided in the packet; one being the revised proposal for process design and facilitation services from Pamela Plumb & Associates and the other being the Town of Eliot, Referendum Town Meeting Ordinance.
  - Question regarding the referendum and a charter and if this would cause any conflict.
  - Hourly rate was reduced by Pamela Plumb.
  - Lengthy discussion among the Select Board regarding the Secret Ballot Process and having a facilitator.
  - Kathryn Woodsum spoke for herself and John Parent on the Eliot template for Referendum Town Meeting Ordinance.
  - Lorraine Wagner spoke on the added number of voters for the November election was because it was a gubernatorial election.
  - Mr. Dyer to look into the legality of using the Eliot template as a procedure for the secret ballot and have Ms. Pomerleau and Mr. Bourgoine to be a part of the discussion. Also look into the cost of the first secret ballot election.
- **16-066 – Consider a Consent Agreement for 1149 Main Street**
  - Mr. Dyer went over the Administrative Consent Agreement.
  - **Motion** made by Mr. Dunham to approve the Administrative Consent Agreement for 1149 Main Street between Catherine Bruce and the Town of Readfield as presented, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

## **New Business:**

- **16-073 – 1<sup>st</sup> Reading of an amended Giles Hall Use Policy**
  - Mr. Dyer went over the new revisions of the Giles Hall Use Policy, pointing out the \$25.00 refundable rental fee.
  - Discussion regarding staff time or contracting out for cleaning after events.
  - Lorraine Wagner wanted to know if the Giles Hall was clean when someone rented it.
  - Get a key for the Town Office for Ms. Pomerleau so she has access to the second floor. Also look into different passcodes for different employees and volunteers.
  - **Motion** made by Mr. Curtis to approve the 1<sup>st</sup> reading of the Giles Hall Use Policy to the 2<sup>nd</sup> reading, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-074 – Review of Comprehensive Plan & Checklist**
  - Suggested that everyone review the Comprehensive Plan, available online.
  - Kathryn Woodsum spoke stating that there is a quarterly checklist for the Comprehensive Plan.
  - Mr. Dyer to try and locate the quarterly checklist for the Comprehensive Plan.
- **16-075 – Consideration of Library Building Committee status & directives**
  - Mr. Dyer went over the information in the packet regarding the Library Building Committee.
  - Look into possibilities of fundraising options.
  - Mr. Bourgoine went over the information he recalls from being a past member of the Library Building Committee.
  - Mr. Dyer to contact the new owner(s) of the bank.
  - Mr. Dyer to contact committee members from the Library Building Committee and inquire if they wish to continue to serve and then post any openings.
  - **Motion** made by Mr. Bourgoine to approve to reactivate the Library Building Committee, **Second** by Mrs. Sammons. **Discussion:** Suggested that the past committee members complete new appointment applications. Question on the length of terms of the committee. **Vote** 4-1; opposed by Mr. Curtis (would have liked for the old members to complete new appointment applications).
- **16-076 – 1<sup>st</sup> Draft of the Budget Presented**
  - Review and discussion of the budget information presented in the packet.
  - Since boundaries are no longer legally required, Mr. Dyer to look into using those funds for GIS system.
  - Look at putting the percentages on the budget presentation next to the legends.
  - Kathryn Woodsum answered questions about the budget presentation.
  - Tuesday, January 19, 2016 is the next scheduled Budget Committee meeting

**Motion** made by Mrs. Sammons to adjourn the meeting at 8:59 pm, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary via Video Recording*