

**Readfield Select Board
Regular Meeting
Agenda**

November 16, 2015

Meeting starts: 5:00 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Executive Session - 30 minutes

To have the Board of Selectmen hold an executive session to discuss a tentative collective bargaining agreement pursuant to 1 M.R.S.A. § 405 6(D).

Workshop - 60 minutes

To have the Board of Selectmen hold a workshop to discuss the current Purchasing Policy.

Regular Meeting - 10 minutes

16-030 - Minutes: Select Board meeting minutes of November 2, 2015 - 5 minutes

16-031 - Warrant: #21 & #22 - 5 minutes

Communications - 45 minutes

Select Board communications - 15 minutes

Town Manager - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- MSAD 38 budget meeting invitation - dated 10/27/15

- Readfield Library Board Minutes - 09/02/15 & 10/07/15

- Appointments Ad Hoc Committee Minutes - 10/21/15

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

Unfinished Business - 30 minutes

16-008 - Approval of Amended Solid Waste Committee Charter - 10 minutes

16-011 - 2nd Reading of change to Roles & Responsibilities of the Readfield Selectboard – regarding legal contact - 10 minutes

16-032 - Consider a Collective Bargaining Agreement - 10 minutes

New Business - 60 minutes

16-033 - Consider a Trail Committee proposal at the former landfill - 15 minutes

16-034 - Consider amending the number of members on the Road Committee from 5 to 7 - 5 minutes

16-035 - Review the Liaison Policy - 15 minutes

16-036 - Consider an RFP for winter maintenance of Town facilities - 20 minutes

16-037 - Other - 5 minutes

Future Agenda Items - 5 minutes

Review of Selectboard Roles & Responsibilities Policy - Workshop (11/30/15)

Consider a Fiscal Year 2016 - 2017 (FY17) Budget Process (11/30/15)

Hear a FirstPark Update (11/30/15)

Discuss long-term approaches to serving Senior Citizens (11/30/15)

Consider brush grinding RFPs (11/30/15)

Other

Adjournment

WORKSHOP

(PURCHASING POLICY)

Purchasing Policy for the Town of Readfield

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

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

A. Bidding for Goods and Services Non-Roadwork:

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

1. For all non-road related purchases over \$5,000, the Town will request bids through written Requests for Proposals (RFP's). At a minimum the RFP will clearly describe the work to be done, or the purpose of the goods to be purchased, the time frame for delivery, and any specifications required. A closing date will be established beyond which no other bids will be reviewed, and review criteria established for selecting the winning bid. No emailed or faxed bids will be accepted.
2. Exceptions to using the written bidding process may only be made following a majority vote of the Board. In an emergency, this may be done by telephone/e-mail with a confirming vote at the next Board meeting.
3. Purchases of less than \$1,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.
4. For all purchases made which cost between \$1,000 and \$4,999 sealed written quotes shall be solicited from at least three vendors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. The vendors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

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

B. Roadwork-Related Purchases:

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

C. Past due Taxes:

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

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

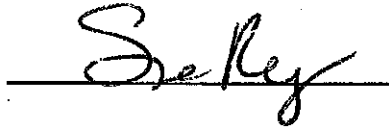
Any vehicles used for Town work must have a current registration (if required legally) and valid inspection sticker.

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

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

Select Board Approved: December 15, 2014


Sue Reay, Chair



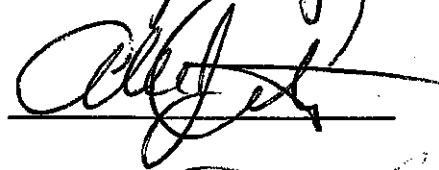
Val Pomerleau, Vice Chair



P. Greg Durgin



Allen Curtis



Tom Dunham



Attested as a true copy:

Robin Lint, Town Clerk

Date:

saved: TClerk\Policies & Procedures\Current Adopted Policies\Purchasing-Policy 04-08-04,
amended 02-11-13, 11-04-13, and 12-15-2014

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

REGULAR MEETING

Readfield Select Board
Regular Meeting Minutes – November 2, 2015 – *Unapproved*

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Grace Keene, Deb Doten, Pam Osborn, Fran Zambella

Ms. Pomerleau called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

Regular Meeting

- **16-018 - Minutes:** Select Board meeting minutes of October 19, 2015
 - **Motion** made by Mrs. Sammons to approve the minutes of the October 19, 2015 meeting as amended, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-019 - Warrant: #19 & #20**
 - **Motion** made by Mrs. Sammons to approve Warrant #19 & #20 in the amount of \$620,093.32, **second** by Mr. Curtis. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Curtis updated that mediation is done for the Union Contract and next step is the process on how to present to the public. Looking at doing a workshop. Next meeting will be for the board on how to move forward. Mr. Bourgoine mentioned that an executive session for the Union Contract will be scheduled to wrap up questions and concerns.
 - Mr. Curtis wanted to clarify to the public on why he voted no for the fire truck ballot. This was due to the purchasing policy being waived. Ms. Pomerleau apologized for not following the purchase policy and a workshop is going to be set up on purchasing policy procedures.
 - Mrs. Sammons shared her findings regarding looking into recall ordinances in other towns. She has gone to several townships and got their ordinances. Suggests we should have a session and try to come up with ordinance ideas to present to the board with all aspects of input.
 - Mr. Bourgoine reminded everyone to vote tomorrow, November 3, 2015.
 - Mr. Dunham mentioned that the Road committee changing from 5 members to 7 members needs to be discussed and figured out.
 - Mr. Dunham asked regarding the follow up on the quote for the Luce Road project, discrepancies in the 2 bids and possibly to clarify our RFP's. Mr. Dyer did call and McGee Construction said they were busy and just put a number in there.
 - Reminder to everyone that there is an Adhoc Meeting on Wednesday, November 4 at 5:00 pm at the Town Office concerning the Appointment Procedure Policy and the public is welcomed.
 - Mr. Dunham expressed his concern when we look at conference of recall policy. A big amount of the budget used (10%) dealing with one person's threat. Also mentioned that instead of secret ballot, a better term may be private ballot.
 - Discussion on 2nd Notice & Legal Posting Occupancy Denied letter. Gary has legally followed through with required procedures.

Motion made by Mr. Bourgoine to move the 2nd Legal Notice & Legal Posting per the occupancy to deny letter by CEO/Gary Quintal , **Second** by Mr. Dunham. **Discussion:** Very dangerous situation especially with children in home. Not a safe place. **Vote** 5-0 in favor.

- **Town Manager**

- Pleased and proud that his family has become Readfield residents as of October 27 and want to thank everyone for their hospitality.
- Went over activities he has done in the past two weeks which include: Continue to meet & correspond with broad range of residents. Attended the last mediation for the Union Contract. Continue to work with the Town's FOAA Officer on the FOAA process and change to the law. Addressing conflict of interest questions with counsel. Beginning work with the budget committee and a review of the process and tools used. Addressing facilities issues. Meeting with Jerry Bley on site to review the proposal from the Trails and Conservation groups. Moving the Luce Road project forward with an award to John Cushing/Cushing Construction. Proceeding with the purchase of new mower. Proceeding with the purchase of a standalone roll-off cover. Reviewing and updating the Maintenance job description.
- Went over a list of Future Activities to include: Working on the Recall Ordinance & Secret Ballot (amendment) process. Active involvement with initiating budget process. Filling the maintenance position. Developing options for Town Plow Truck. Managing the growing list of deferred maintenance work, including plowing. Holding an all-staff meeting. Brush Grinding Bid (spring work). Striping Bid (spring work)
- Secret Ballot verses Written Ballot explanation provided by the Town Clerk.

- **Boards, Committees, Commissions & Departments**

- **Board of Assessors Minutes 10/26/15**
 - Mr. Curtis went over the Town of Readfield Assessor Meeting minutes from October 26, 2015
- **Cemetery Committee Minutes 9/14/15**
 - Thank you to Cemetery Committee for the minutes of their meeting on September 14, 2015. Discussion between liaison of Select Board and Cemetery committee. Put on future agenda regarding liaison between committees.
- **Rec Committee Minutes 08/27/15 & 09/23/15**
 - Thank you to the Rec Committee for the minutes of their meetings held on August 27, 2015 & September 23, 2015.

- **Public Communications** - Members of the public may address the Select Board on any topic
 - None

Appointments/Reappointments/Resignations:

- **16-020 – Resignation – Adhoc Appointments Committee – Gene Carbona**
 - **Motion** made by Mr. Dunham to regretfully accept Gene Carbona's resignation from the Adhoc Committee effected October 27, 2015, **Second** by Mrs. Sammons. **Discussion:** Another appointment position is going to have to be filled. Post open position ASAP. **Vote** 5-0 in favor.

- **16-021 - Appointment – Trails Committee – Romaine Turyn**

- **Motion** made by Mr. Curtis that we accept the appointment of Romaine Turyn as a trails committee member effective as of tonight, Monday, November 2, 2015 until the term ending June 30, 2017, **Second** by Mr. Bourgoine. **Discussion:** How many members currently on the committee, there is possibly one more opening. **Vote** 5-0 in favor.
- Next meeting discuss the Road Committee changing from 5 members to 7 members.

Unfinished Business:

- **16-011 - 1st Reading of change to Roles & Responsibilities of the Readfield Select Board – Regarding legal contact**

- Mr. Bourgoine spoke regarding the change to clarify some role and responsibilities of the select board by adding a letter C on Page 3, item 5.
- **Motion** made by Mr. Bourgoine to approve within the first reading to add the language: “; or (c) *any other legal matter involving town business with a good faith exception that the Chair has determined s/he must immediately act in a time sensitive emergency situation without consultation.*”, **Second** by Mrs. Sammons. **Discussion:** Board agrees that it is a good addition to the policy and supports the proposal. Mr. Dunham doesn't see as a 1st reading until included in the document. Give the public a chance to see the wording in content of document. **Vote** 4-1, Mr. Dunham opposed.

- **16-014 - Set a Process to Review and Update Solid Waste Fees**

- **Motion** made by Ms. Pomerleau to have the Transfer Station Manager, Finance Officer and Transfer Station Assistant Manager work with the Solid Waste Committee with updating the solid waste fees, **Second** by Mr. Dunham. **Discussion:** Consult with someone who has experience with scales and can give their advice and getting an ROI started. Mr. Curtis to continue with this. **Vote** 5-0 in favor.

- **16-015 - Review a Job Description for the Full-Time Maintenance Position**

- The job description is very much the same job description from 2012. Big change is the title of deputy road commissioner being applied to the work already being performed. Other changes were regarding the maintenance/janitorial to the buildings. As a reminder since it is in the process of being a Union job, unable to take hours away or contract out any items in description causing loss to the employees time. Need to stick to what the voters approved and look at supervisory piece.
- **Motion** made by Mr. Bourgoine for the approval of job description, **Second** by Mrs. Sammons. **Discussion:** Mr. Curtis would like to hear back from the union until he will vote on the job description. Board had lengthy discussion regarding the job description and being unionized and regarding the winter snow plowing and having the equipment to complete that part of the job along with scheduled hours/log book. Mr. Bourgoine putting forth his motion with all good faith to the union. **Vote** 3 to 2, Mr. Curtis & Mr. Dunham opposed.

- **16-022 – Decide a course of action to address the paving at the Transfer Station**

- Wellman Paving coming back in spring to do 1 ½” final surface coat at no extra cost to the town. Address the existing drainage problems be taken care of by the town before the final coat of pavement is placed.
- **Motion** made by Mr. Curtis to accept the recommendation of the Road Committee and ask Wellman Paving to replace the 1 ½ final surface in the spring, **Second** by Mrs. Sammons.

Discussion: Put something in writing stating that Wellman Paving will complete the final surface coat in the spring. Pay for what has been completed now and pay for the surface coat later.

Amendment motion made by Mr. Dunham to make full payment for the discounted price and offer the rest of money when they come back in Spring to do the 1 ½, **Second** by Mr. Curtis.

Vote of amendment 5-0 in favor, **Vote of original motion as amended** 5-0 in favor.

New Business:

- **16-0023 – Review & Set Meeting Ground Rules**
 - Mainly regarding time limits and placement of public communications at the select board meetings. Mr. Dyer would like to summarize and bring in some points to the current list and put on a large poster board and have visible at meetings to look at and reference to at meetings.
 - Would like select board feedback and ideas before next meeting to start working on the new, updated list of ground rules.
- **16-024 - Accept Board Goals as Identified at the October 9th retreat**
 - Have been available to the public to review. Add Mr. Bourgoine to Goal #7 to assist Mr. Dyer.
 - **Motion** made by Mr. Bourgoine to accept the board goals as identified on the timetable chart as our goals for the year and as long year range goals. **Second** by Ms. Pomerleau. **Discussion:** Everyone was happy with the retreat and that all agreed with a lot of the items that were addressed. **Vote** 5-0 in favor.
- **16-025 - FOAA Process, Training & Policy Update**
 - Select Board had a lengthy conversation regarding the importance of FOAA but also how to not have to resort to an excessive amount of FOAA requests. Do the best we all can at fulfilling all FOAA requests but also keeping in mind the amount of time being put into them. Mr. Dyer and Town Clerk, Robin Lint to work on updating policy for a first draft.
- **16-026 - Set the date of a Board Workshop on the Purchasing Policy**
 - Goal is to have all working on the same basis and following the same guidelines when it comes to the purchasing policy. Talked about adding the roles and responsibilities as the select board to the workshop. Meeting scheduled for Purchasing Policy Workshop on Monday, November 16, with an Executive Sessions at 5:00 pm, and public workshop starting at 5:30 pm. Workshop for Roles & Responsibilities as the Select Board scheduled for Monday, November 30, at 5:30 pm.
- **16-027 - Discussion of Technology Plan (AV)**
 - Visited Bill at UMA and saw the equipment that he works with and got to see what kind of things are available. Work this into the other technology plan that is currently in process for the town.
- **16-028 - Consider removing the Readfield Citizens Unite & The Voice of the Voter disclaimer from the Town website**
 - Mr. Bourgoine is concerned that the current and similar disclaimers exacerbate divisions in Readfield that need to be healed in part through our collective leadership as a board.
 - **Motion** made by Mr. Bourgoine to remove from the Readfield Town website any disclaimers regarding citizen or citizen group activities. The intent of this motion is to remove the town officially from any appearance of bias and to help foster a more open and trustful atmosphere with citizens per our stated desire at our board retreat. **Second** by Mr. Dunham. **Discussion:** No further discussion. **Vote** 5-0 in favor

- **16-029 - Other**
 - None

Future Agenda Items:

- **16-008 - Approval of Amended Solid Waste Committee Charter**
- **16-010 - Confirm Recycling and Solid Waste Facility Agreement signed 7-22-2011**
- **16-011 - 2nd Reading of change to Roles & Responsibilities of the Readfield Select Board – regarding legal contact**
- **Trail proposal and its desirability at the former landfill**
- **Fiscal Year 2016 – 2017 (FY17) Budget Process**
- **FirstPark Update**

Motion made by Mr. Bourgoine to adjourn the meeting at 8:58 pm, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS

Maranacook Area School District
Regional School Unit No. 38

A Caring School Community Dedicated to Excellence

Donna H. Wolfrom, Ed.D.
Superintendent of Schools

Nancy Harriman, Ph.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education Director

Brigette Williams
Finance Manager

Fax. 207-685-4703

RECEIVED
NOV 04 2015

October 27, 2015

Dear RSU #38 Community Select Board Members:

We would like to invite you to attend a joint meeting with the RSU #38 School Board on March 2, 2016 at 6:30 p.m. at the Maranacook Community High School to discuss the draft FY17 RSU #38 school budget.

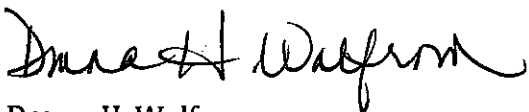
We had many positive comments about the joint meeting during last year's budget process and are committed to again providing this experience. Members of both boards felt that this meeting gave participants the opportunity to ask each other questions about and give input on issues that would impact the RSU #38 budget. We believe that the opportunity for open communication is invaluable to the budget process.

Below is a list of the RSU #38 budget meetings. We encourage someone from your Select Board to attend these meetings in order to gain a better understanding of the details of the draft budget prior to the March 2 meeting. At these meetings administrators will describe their budgets and discuss any changes that they feel are necessary for FY17. The schedule for the RSU #38 budget meetings is as follows and we would welcome your attendance:

- January 6, business meeting & budget overview
- January 20, budget workshop
- February 3, business meeting
- February 24, budget workshop
- March 2, business meeting, joint budget meeting with select boards
- March 16, budget workshop, budget deliberations, follow-up and decision making
- March 23, budget workshop, budget deliberations, follow-up and decision making
- April 6, business meeting, budget deliberations, follow-up and decision making
- April 13, business meeting, vote on budget
- May 18, RSU 38 Annual Meeting, 7:00 p.m.

We look forward to the March 2 meeting where we can openly discuss the draft budget and raise and answer questions that will promote a better understanding of the needs of the RSU #38 community. We hope you can join us for this meeting.

Sincerely,



Donna H. Wolfrom
Superintendent of Schools



Terri Watson
RSU #38 Board Chairperson

READFIELD LIBRARY BOARD MEETING
September 2, 2015

The Meeting was called to order at 6:50 by Chair, Deb Peale. Members present were Brenda Lake, Cricket Blouin, Jan Tarbuck, Donna Witherill, Beverly Monsulick, Pam Mitchell, Betty Peterson and Librarian Nancy O'Toole Meservier. Excused was Lori Clark.

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

Treasurer's Report:

Treasurer's Report: The July Treasurer's report was given and Beverly explained a few items. It was then accepted.

Librarian Report:

- Very successful summer reading program. Ninety-two children participated and 1015 books were read. This program was more successful than any other reading program in the past.
- Prizes were popular also. Some were donated by patrons and some were donations from Apple Valley Books.
- Children's hour went well, probably due to the fact that a craft was involved, as well as a story.
- A Chewonki visit culminated the summer reading program. It was held on Monday, August 24 and was well attended with about 70 patrons.
- The Elementary School Literacy Program met twice at the Library.
- The Hometown Hero Board has been up for about a month and received many positive responses from patrons.
- Maple Tree School came to the Library last year for a visit where the children took out books. Nancy will reach out to them this fall and see if they would like to come a couple of times a month.
- Summer hours went quite well this summer. We will consider doing it again next year.
- Book Club is returning. "The Art of Racing" will be discussed on Wednesday, September 23 at 6:30 p.m.
- Nancy has a new volunteer. She and the other volunteers will be weeding picture books and picture and CD books.

Librarian's report was accepted as read with many thanks to Nancy for doing a wonderful job.

Old Business:

- Book Sale: We again had a very successful book sale held at the Firehouse during Heritage Days. More than \$1000.00 was made. For next year we will be looking for other places to donate our leftover books.
- Deb will be contacting the High School industrial arts teacher for ideas on how to build "little libraries", a Library outreach program.

We are still working on cleaning up our second floor.

New Business:

- Select Board Liaison Policy - We reviewed this policy and will write a response.
- Out of town volunteers/library card fee - We have a volunteer who lives in

Manchester and were wondering if we should waive her out of town fee because she is a volunteer. The Board voted that she should still pay a fee.

- Volunteer appreciation night - We will have Library volunteer appreciation night on Wednesday, Oct. 14 at 6:30 to 7:30. Will discuss more at October meeting.
- Halloween: Halloween falls on Saturday this year, so we will be open as usual.
- Next meeting: Next meeting is scheduled for Wednesday, Oct. 7 at 6:45 at the Library.
- Meeting adjourned at 8:10 p.m.

Respectfully submitted,
Betty Peterson, Secretary

Readfield Library Board Minutes
October 7, 2015

Those present: Deb Peale, Brenda Lake, Lori Clark, Jan Tarbuck, Pam Mitchell,
Donna Witherill Val Pomerlau, Nancy

Those excused: Beverly Monsulick, Betty Peterson, Cricket Blouin

Meeting called to order at 6:46

Secretary's Report: A motion was made to accept the September, 2015 minutes with the amendment of, "Art of Racing "in the Rain". The motion passed.

Treasurer's Reports: Motions were made and accepted for the August and September reports.

Librarian's Report:

- *Thanks to those who covered books.

- *Book Club underwhelming-only 3 participants. Nancy questions whether there is enough interest for the Maine Humanities Council.

- * Volunteer Appreciation is Wednesday, October 14th at 6:3. The invitations have been sent.

- * Halloween: Guess the weight of the pumpkin contest Jess will donate a pumpkin

- * We will be open for trick or treating on 10/31 around 5:00 to 6:00

- * Board members can donate candy if they wish

- *Visits to the library:

- *Maple Tree School came in the spring and will have a fall visit as well.

- *The Historical Society will visit on 11/13 around 10:00.

- *Volunteer Manual: Nancy has been working on the volunteer manual and should be done soon.

Old Business:

- *Volunteer Appreciation:

- *Deb: crackers and cheese

- Brenda: almond bars

- Pam: cider

- Donna: brownies

- Lori & Jan: fruit

- *High School: Deb has tried to get in touch with someone to see if the high school can help build the "Little Library".

- *2nd Floor clean out: What is the process of selling town owned items? Val will check on this question.

New Business:

- *Christmas Tree Lighting:

- *December 4th at 6:30 at Library, then walk to Town Office (7:00 ish).

- *December 6th at 4:30 for a storm date

- * We will ask Eric Frohmberg to be Santa again this year.
- * Set up at Town Office at 4:00: Deb, Pam, Betty, Brenda
- * Pam and Brenda will deliver extra cookies to the Fire Station
- * Cocoa, water and milk
- * Tree: Pam will ask Steve D. for pick up on 11/21
- * Brenda will ask Lee Mank to transport tree to library
- * Deb will check out lights
- * Music: Drew Albert w/ Chorus
- * Cookies: 6 dozen each
- * Deb will make the flyer
- * Brenda will get the wreath

Next meeting: November 4th at 6:30 at the High School

Meeting adjourned at 7:47

Respectively Submitted,
Pam Mitchell

Readfield Appointments AdHoc Committee Final Minutes

October 21, 2015

Members Present: Tom Dunham, Cliff Buuck, Val Pomeleau, Robin Lint, Rob Peale, Henry Whittemore

Members Excused Absent: Gene Carbona

Members Unexcused Absent: none

Present and Participating: Eric Dyer, Town Manager

Guests Present: Grace Keene, Deb Doten

Meeting called to order at approximately 5:00 PM.

Cliff Buuck was nominated, seconded, and unanimously elected chair.

Henry Whittemore was nominated, seconded, and unanimously elected vice-chair.

Val Pomeleau was nominated, seconded as secretary but preferred not to take the job. Her decline was unanimously accepted.

Rob Peale was nominated, seconded, and unanimously elected secretary.

Note: the term committee as used below refers broadly to all types of boards, committees, etc

Question arose whether Robin can be a voting member of the committee. Eric says she can be a voting member.

Cliff pointed out that the terms "policy" and "procedure" are used interchangeably in current documents and that we need to be more consistent.

Discussion ensued regarding the enforceability of guidelines versus policies versus procedures and how they were enacted. Robin indicated we cannot currently

accept applications for committees unless there is an opening but have not adhered to this policy(?).

We discussed what the actual directives for the committee are. Minutes show directives approved by the Select Board (SB) on June 15, 2015. Eric suggested we start with the June 15 approved directives and consider expansion after we complete dealing with those directives. Consensus was to move forward in this manner. Eric mentioned that Chebeague Island has specific ordinances for each committee.

Robin provided a list of issues that have come up regarding committee appointments during her work:

1. Exposure of personal e-mail accounts and suggest they set-up a free e-mail to use for committee business.
2. Address re-appointments in more detail.
3. Conflict of interest being on the board that they are applying for.
4. Resignations (not in writing).
5. No recommendations.
6. First come first serve rule.
7. Format questions the same for each applicant.

Tom stated that some committees are unclear about their roles. Example was the road committee unclear about whether they should be doing field inspections or rely on the road commissioner.

Val expressed the need for procedures for the selection process so SB is not seen as picking favorites. Eric suggests treating the process as if the SB was hiring an employee to provide more confidentiality for applicants, and avoid public questioning and rejection. Other ideas and opinions include:

Need to specify the expertise and qualifications needed;

Some believe state rules or labor laws require that the same questions be asked of all employment applicants but allow for varied follow-up questions;

Need to deal with controversial applicants to avoid dis-function on committees;

Want to standardize but given we are a small town not get hung up on process so flexibility is possible;

According to Eric the SB does not have to follow the laws and rules pertaining to hiring employees but it would be good practice to do so;

Specific questions could be asked in writing with the follow-up questions in the verbal interview;

Should try to avoid a long questionnaire because this may turn off some applicants although plenty of space should be provided for those who like to write;

Boards and committees and/or chairs could provide questions relevant to committee needs;

The need and appropriateness of chair recommendations was questioned and MMA recommends against this to avoid turning committees into private clubs;

The need to include current employment on the application was questioned;

Ideology is not a filter that should be used to select applicants and this could be stated in the first paragraph of the application procedures.

Tom wants to clarify that some committees are intended to serve or assist the selectboard (ex. - road committee) while other function more or less independently (ex. - planning board). Some are required or governed by state statute (ex - planning/appeals boards). This should all be clear in committee expectations and to applicants for committee positions.

We need to be consistent in how we enforce policies and procedures (ex.- how, when we accept applications).

Val stated we need clarification on how the SB will deal with multiple applicants for the same position.

Apparently the town is supposed to maintain a list of volunteers. Question was asked if committee chairs should do this.

The SB starts and finishes the application process. Executive sessions could be used for multiple applicants.

Is there a way to maintain confidentiality without using executive sessions?

Avoid executive sessions which are a lightning rod for the public and have been misused in the past.

Are committee members subject in any way to employment laws?

What is difference between town officer and town official?

Could committees do applicant interviews and make recommendation to SB?
(MMA does not like chair recommendations).

Lists of needs and applicant questions from committees would be helpful.

Need to be able to deny applicants that don't fit the specific committee.

Applications go in SB packet on website. Are there things that should be redacted such as phone numbers and email addresses? Should there be a checkbox where applicants give permission for information to be public?

All members of the Ad Hoc committee should see the written information relevant to the committee provided by MMA so we all have access to the same information and can see the reasoning behind their recommendations.

Next meeting scheduled for Wednesday, November 4, at 5 PM.

Homework assignments:

The current version of the Procedures for Application for Appointment and Re-Appointment was split as follows:

Henry: 1st paragraph and section 1

Robin: Sections 2 and 4

Eric: Section 5

Rob and Cliff: Section 3

Tom and Val: Section 6

In addition all members are free to look at the whole thing.

Respectfully submitted:

Rob Peale, Secretary, Ad Hoc Committee

UNFINISHED BUSINESS

Solid Waste and Recycling Committee Charter

Purpose and Composition

The Solid Waste and Recycling Committee (hereafter the "Committee") shall be a standing committee composed of the following voting members: at least one member from each participating Select Board, and at least ~~three~~ two community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

1. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
2. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
3. ~~Environmental and/or health/safety related issues.~~
4. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

Committee members shall be independent of the Transfer Station with respect to their business or place of employment, without any direct or perceived conflict of interest (i.e. Transfer Station employees, commercial trash haulers, waste and recycling firms, etc.) Committee members shall be year-round residents of participating municipalities. Committee members shall be appointed to staggered three-year terms. ~~with respective Town Managers reserving the right to remove/add members, if necessary, before end of appointed term.~~ The Committee shall designate a chairman, vice chair and secretary who shall preside over the meetings.

Duties and Responsibilities

Duties and responsibilities of the Committee shall include, but are not limited to, the following:

1. ~~Annual~~ May review of the Transfer Station ~~Manager's~~ compliance reports, environmental, health/safety and/or public relations, to ensure reporting sufficient to meet requirements of applicable laws and regulations as well as local policies, procedures and practices.
2. Quarterly review of Transfer Station's goals: environmental, health/safety, budget, infrastructure, etc. compared to actual.
3. Investigation of any areas of Transfer Station operation not meeting goals for recommended corrective action as necessary.
4. Annual, or more often if deemed necessary, review of Transfer Station site layout and physical plant description to ensure optimal efficiency and safety.
5. Annual review of management's proposed budget for Transfer Station operations.

6. Annual self-assessment of this Committee's performance as prescribed by this Charter with findings to be included in participating Town's Annual Reports.
7. Recommendation or implementation of investigations or studies of matters, within the scope of the Committee's purpose/responsibilities, pertaining to Solid Waste and Recycling. Recommendation of third-party advisors to conduct said investigation/studies as Committee deems necessary, for Select Boards to consider funding from Transfer Station budget.

Meetings:

1. The Committee shall meet at intervals deemed necessary, not to exceed a three-month interval, to accomplish aforementioned duties/responsibilities.
2. The Committee's chairman, or the Transfer Station Manager, may call additional meetings as necessary.
3. The Committee may form subcommittees for any purpose, within the scope outlined in this charter, the Committee deems appropriate and may delegate to said subcommittees such power/authority as Committee deems necessary.

Following each meeting of the Committee, minutes/reports will be submitted to respective Select Boards. The Transfer Station Manager shall maintain Minutes/Reports from Committee meetings retained with other Transfer Station records.

- Approved by the Readfield Select Board, March 17, 2008.
Draft

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended February 10, 2014.

Purpose of Select Board

The Readfield Select Board will fulfill the executive functions of the town. It implements the directions of Readfield's residents as voted upon in Annual and Special Town Meetings. Many of the actions of the Select Board are delegated to the Town Manager (the Town Manager will frequently delegate tasks to his or her staff). The Select Board may also create and empower certain committees to oversee specific town functions.

Responsibilities of the Select Board fall into 4 general categories:

1. Oversight of town finances
2. Protection of health, safety and welfare of town residents
3. Management of town property and town manager
4. Management of relations with contractors, with external agencies, and with the public

While most of the tasks associated with these responsibilities will be delegated to others (typically the Town Manager), the ultimate responsibility remains with the Select Board.

Makeup of Select Board

Readfield's Select Board is composed of 5 members, each elected by public vote of town residents. Each member will be a town resident.

Election of Select Board members

Each Select Board member is elected for a 3-year term, whose term will begin at the start of the town's fiscal year which immediately follows the election. Vacancies on the Select Board may be filled by interim elections, with a term limited to the end of the current vacated term.

Duties and Responsibilities of the Select Board

The Select Board is, and shall act as, a body, and not as individuals. Except as provided in this document or by a specific action of the Select Board, no individual Select Board member will have authority to act outside of official sessions of the Select Board.

Specific duties and responsibilities of the Select Board are enumerated below.

1. Prepare, with assistance of a Budget Committee and the Town Manager, an annual budget, and present the budget at town meeting
2. Review and modify, on at least an annual basis, a Capital Investment Plan (CIP) for the town
3. Annually elect a 3-person Board of Assessors from the Select Board

16. Appoint individuals from the Select Board as liaisons to the various town boards, commissions, committees and ad hoc committees.
17. Annually appoint an individual to the following positions: Treasurer, Road Commissioner, Transfer Station Manager, Tax Collector, Welfare Director and Fire Chief.
18. Dispose of surplus or unnecessary equipment or property owned by the town, when such disposal is deemed by the Select Board to be in the best interest of the town.
19. Upon and to the extent of approval of voters at town meeting make appropriations from any available budget line to cover emergency expenses.
20. Act as a quasi-judicial body when and as required by Maine statutes.
21. Work collaboratively with nearby towns for sharing resources, joint purchases, sharing best practices and similar actions which are beneficial to the towns but which do not diminish the individual character of each town.
22. Conduct a quarterly review of the Comprehensive Plan implementation checklist by the Select Board.

Duties and Responsibilities of Select Board Chair and Vice Chair

In addition to their duties and responsibilities as members of the Select Board, the Chair and Vice Chair have additional duties and responsibilities. These additional duties are discussed in this section. Except when the Chair and Vice Chair are noted jointly, it is presumed that primary responsibility falls upon the Chair, but that the Vice Chair will assume such responsibility in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law or by the Town of Readfield's Conflict of Interest Ordinance with the business being conducted by the Select Board; (c) at any other time at the reasonable discretion of the Chair.

1. The Chair will conduct all meetings and workshops of the Select Board.
2. The Chair and Vice Chair, working with the Town Manager, will prepare an agenda for each Select Board meeting.
3. The Chair will maintain a schedule and preliminary agenda for all meetings and workshops to be conducted in his or her term. This will be used to help assure efficient use of the Select Board's time while conducting necessary town business.
4. The Chair and Vice Chair will routinely meet with the Town Manager to ensure that they stay current with town issues. This meeting will be no less frequently than bi-weekly, and may be combined with the task of setting the agenda for regular Select Board meetings.
5. The Chair, representing and with the approval of the whole Select Board, will communicate with the Town's legal counsel when the Select Board is seeking advice in the following: (a) issues that concern the Select Board's supervision of the Town Manager; ~~or~~ (b) issues that concern the Select Board at its role as an arbitrator between the Town Manager and other town employees; or (c) any other legal matter involving town business with a good faith exception that the Chair has determined s/he must immediately act in a time sensitive emergency situation without consultation. The Select Board, at its sole discretion and as legally applicable, may involve the Town Manager in the above discussion with counsel. The Chair will report back to the whole Select Board any advice given by legal counsel. All communication between the Chair and counsel will be posted in a publicly-available log which notes time, date, persons

Pursuant to the Executive Session held earlier in the evening the Board will vote to accept or decline the proposed collective bargaining agreement between the Town of Readfield and the American Federation of State, County, and Municipal Employees (AFSCME Council 93) Local 2011-00. If the agreement is accepted by the Board, the AFSCME will also need hold a meeting to ratify the agreement. Once the agreement is fully ratified it will become a public document.

NEW BUSINESS

-----Original Message-----

From: Fournier, Christopher G
Sent: Friday, September 25, 2015 4:09 PM
To: 'Gary & Ann'
Subject: RE: Landfill inspection- Readfield

Hi Gary,

I did receive the sketch. Thank you for providing that. After reviewing the trail proposal, I see no reason why this trail (as proposed) would be prohibited as far as the closed landfill goes. My understanding is that the trail will not actually cross any portion of the waste cap, but instead go around the outside toe of the cap. When I inspected the landfill recently,

I did not observe any exposed waste or leachate breakouts that would pose a risk to the public. The town should already be monitoring and maintaining the waste cap as prescribed in the landfill closure rules which would include an annual mowing of the vegetative cap to prevent woody growth from taking hold and deteriorating the cover system. The landfill had not yet been mowed when I conducted my inspection but there was no woody growth present or cover issues observed. To prevent potential rutting or damage to the cap, reasonable precautions should be taken to keep vehicle traffic from crossing and damaging the waste cap. The signs you mentioned would be appropriate. Additional barriers may be needed if it appears that the signage is not effective at keeping people off the cover system. Pedestrian traffic is not as much of a concern for cover system damage as is ATV or vehicular traffic. Please feel free to contact me if you have any questions.

Sincerely,

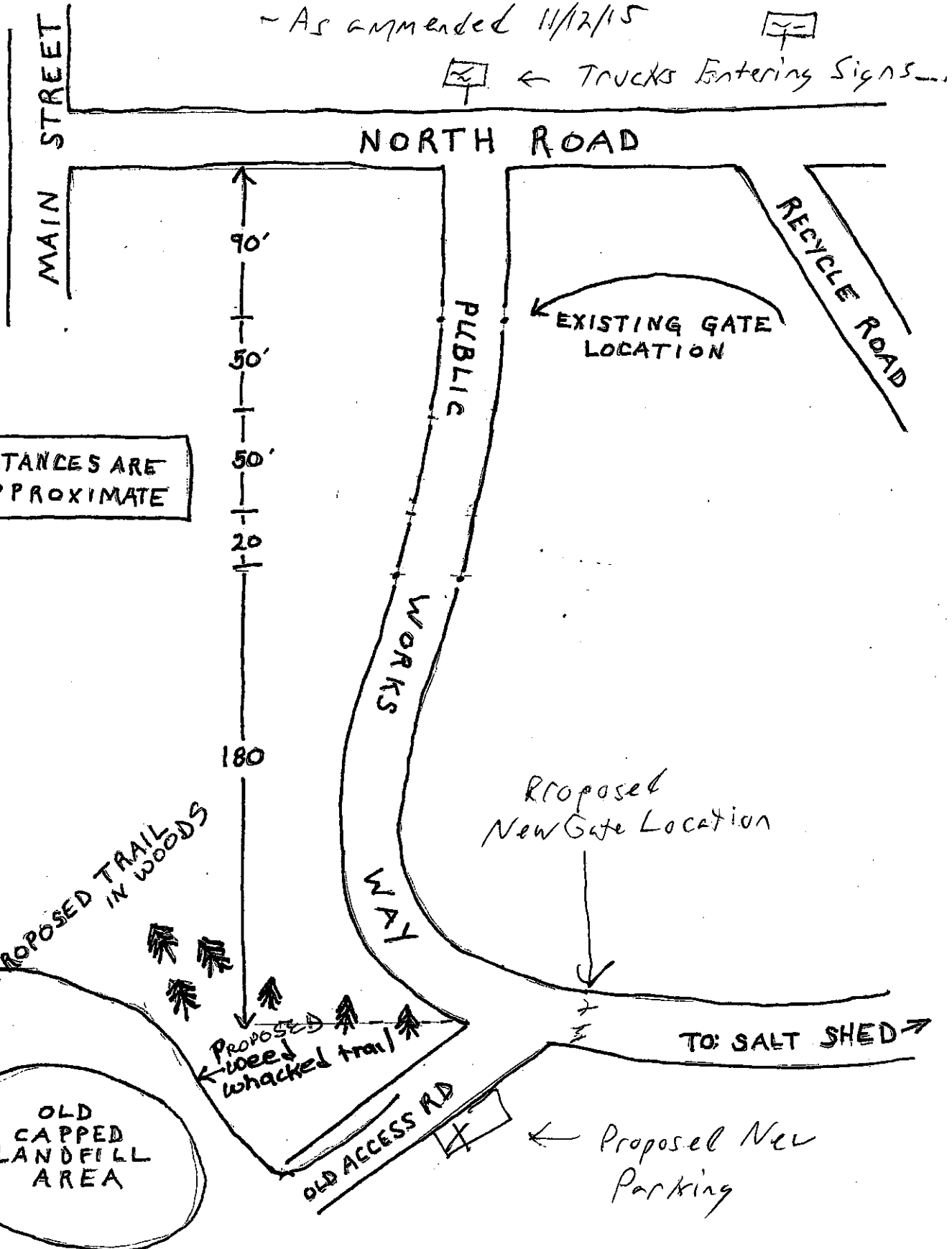
Christopher Fournier
Project Manager
Division of Remediation
Maine Department of Environmental Protection
17 State House Station
Augusta, ME 04333-0017
Desk (207) 287-7989
Cell (207) 215-7914
christopher.g.fournier@maine.gov

GATE RELOCATION
PUBLIC WORKS WAY
(OLD LANDFILL ROAD)

• NOT TO SCALE •

~ As amended 11/12/15

← Trucks Entering Signs



Town of Readfield Road Committee

Draft Meeting Minutes- October 15, 2015

Members present; John Parent, Laurence Perkins, Linwood Reay, Jr., John Stanley and alternate David Linton who voted because of a vacancy.

Guests present; Eric Dyer, Mark Birtwell, Al Curtis, Tom Dunham and Roland Cote

1. The meeting was called to order by vice chair Perkins at 4:00 PM.
2. The first order of business was to open two properly submitted bids for the culvert installation. The bids were Steve McGee Construction \$9,850 and Cushing Construction \$4,300. After thorough discussion, the committee voted unanimously to recommend that the contract be awarded to Cushing Construction. Additional discussion occurred regarding the size of the culvert to be installed. Due to the conflicting minimum size culvert requirements in the road section of the town's land use ordinance, the committee voted unanimously to recommend the use of a 15" culvert for this installation due to the unique physical characteristics at the culvert.
3. The meeting was recessed at approximately 4:45 PM so the committee could travel to the transfer station to review the next agenda item.
4. The meeting was re-convened at the transfer station at approximately 5:00 PM. The purpose of this item was to review the recent paving that had been done at the transfer station by Wellman Paving. Eric Markin of Wellman was there to answer questions and provide additional information as needed. The committee voted unanimously to recommend to the select board that the town request that Wellman provide a 1-1/2" final surface coat next spring at no additional cost to the town. The committee also agreed that there are existing drainage problems that the town is responsible for that should be taken care of before the final coat of pavement is placed.

Respectfully submitted,

Laurence Perkins. Vice chair

Readfield Select Board Liaison Policy

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

Overview

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

Opening Channels of Communication

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


Support for the Committee's Administrative Duties

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

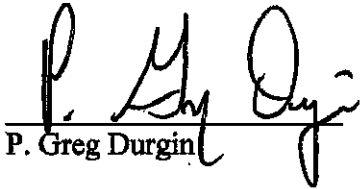
Approved by the Readfield Select Board on September 22, 2014



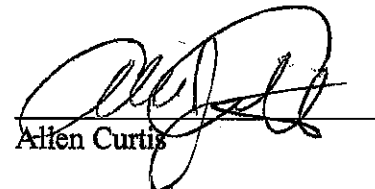
Sue Reay, Chair



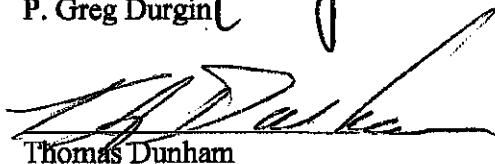
Valarie Pomerleau, Vice Chair



P. Greg Durgin



Allen Curtis



Thomas Dunham

TOWN OF READFIELD, MAINE
SNOW & ICE CONTROL CONTRACT
Contract Term: October 1, 2012 through May 1, 2015

The Municipal Officers for the Town of Readfield herein referred to as "Town", as authorized by the Town Meeting, enter into this contract with McCree Construction of W. Gaudin Maine, hereinafter referred to as the "Contractor" for the snow & ice control for the roads and other non-road areas hereinafter described and designated under the following terms:

In consideration of the mutual covenants herein, the parties agree as follows:

1. CONTRACT SERVICES:

The Contractor agrees to remove the snow (whether accumulating from snowfall or drifting), control ice, and perform all other work indicated in this Contract in compliance with all the terms, conditions, and representations of the same on the entire lengths of all municipally-owned and state-aid roads according to the following list and priorities as stated:

<u>ROAD NAME</u>	<u>MILEAGE</u>
Old Kents Hill Road	1.3
Giles Road	0.2
Mill Stream Road	0.25
Thundercastle Road	1.2
Sturtevant Hill Road	2.55
Russell Street	0.38
Huntoon Road (no turn around)	0.21
Nickerson Hill Road	1.15
Morrill Road	0.2
Harmony Hills Road	0.325
Pea Ridge Road (Includes 0.10 of Old County Road)	1.05
Lane Road	0.7
North Wayne Road	0.75
Church Road	2.15
Fogg Road	1.2
Walker Road	0.7
Sadie Dunn Road	0.4
Chase Road	1.05
Moor Road	0.2

North Road	2.1
Sand/Salt Shed access road	0.25
Recycle Road and Transfer Station	0.5
Wings Mills Road	0.6
South Road	1.7
Tallwood Drive	0.6
Beaver Dam Road	1.0
Memorial Drive	0.25
Stanley Road (RTE 135 South)	1.1
Adell Road	0.25
Luce Road	1.7
Plains Road	3.35
McKenney Road	0.2
Gay Road	0.5
Rat Mill Hill	0.3
Gordon Road (RTE 135 North)	2.7
Scribner Hill Road	0.8
Belz Road	0.2
Lakeview Drive	0.3
Hunts Lane	0.13
Balsam Drive	0.39
TOTAL MILES	34.89

TURN-AROUNDS: School bus (S)/Plow trucks (P)

- Entrance to Torsey Pond Road (S)
- Chase Road by end of Town Road (S&P)
- North Wayne Road (S&P)
- Sturtevant Hill - Winthrop Town Line (S&P)
- Wings Mills Road (P)
- Church Road - Mount Vernon Line (S&P)
- Tallwood Drive (S&P)
- Mill Stream Road (P)
- McKenney Road (P)
- Luce Road (S)
- Gay Road (S)

In the event the Town's Maintenance Worker is unable to perform the following tasks due to absence or equipment breakdown, the Town will pay the Contractor a separate fee for equipment and personnel to remove the snow (whether accumulating from snowfall or drifting), control ice, and perform all other work indicated in this Contract in compliance with all the terms, conditions and representations of the same on the Town properties listed below:

A. Town Office parking lot and walkway (to be completed prior to scheduled office opening each work day, and maintained during storms while office remains open).

B. Library driveway and parking lot, but no snow storage in Community Park (to be completed prior to Library open hours, and maintained during storms while Library remains open).

C. Fire Station access and parking spaces (to be maintained throughout storms).

D. Dry fire hydrants throughout Town (to be completed within day after storm).

E. Conservation area parking lots: Fairgrounds, Torsey Nature Preserve, Fogg Farm (to be completed within day after storm).

F. Sidewalk along Main Street (to be completed within day after storm).

The Road Commissioner will provide specific guidance on the dimensions of these areas as needed.

2. Term of Contract. The term of the contract is for three (3) years, covering the Winter Season from October 1 to May 1 of each year (hereinafter "Winter Season"), beginning on October 1, 2012 and ending on May 1, 2015. The Town may choose to extend this Contract for an additional year according to the provided bid under all of the terms of this Contract. The Town must notify the Contractor in writing by March 1, 2015 if the Town would prefer to extend the Contract for the fourth additional Winter Season.

3. Bonds and Insurance. The Contractor shall provide either an Irrevocable Letter of Credit or a Performance Bond (at the Town's discretion, and bids should reflect the possibly different cost of both options) and insurance certificates conforming to this Contract by October 1 of each contract year. Each Winter Season's initial payment will be contingent upon the Town having this information on file. A Bid Guaranty letter is required, covering the full three years of the contract. The Letter of Credit or a Performance Bond will be necessary and such bonds shall set reasonable standards to ensure the best interest of the Town.

FUTURE AGENDA ITEMS