

## **Readfield Select Board**

### **Regular Meeting Minutes – Monday, March 16, 2020 – *Unapproved***

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**Select Board Members Present:** Bruce Bourgoine, Ralph Eno, Dennis Price, Christine Sammons and Kathryn Woodsum

**Others Attending:** Eric Dyer (Town Manager), William Starrett (Channel 7), Grace Keene

**Excused Absence:** Kristin Parks (Board Secretary)

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm followed by the Pledge of Allegiance.

#### **Notes:**

- Mr. Bourgoine spoke a few moments on Coronavirus/COVID-19
- Executive Session: Scheduled for Labor Negotiations - Cancelled due to not meeting in March/COVID-19. No action being taken at this time.
- Item 20-082: Audit Report by Berry, Talbot & Royer – Was postponed due to weather/now due to COVID-19. Any questions submit to Town Manager and he will follow up.
- **20-089 – Minutes: Select Board meeting minutes of February 18, 2020**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of February 18, 2020 as presented, **second** Mrs. Sammons. **Vote** 5-0 in favor.
- **20-090 – Warrants #37-40 (FY20)**
  - Mr. Price reviewed Warrants #37-38 (FY20)
  - **Motion** made by Mr. Price to approve Warrants #37-40 (FY20) in the amount of \$391,163.96, **second** by Mrs. Woodsum. **Discussion:** Mr. Eno asked why payroll was higher. **Vote** 5-0 in favor.
  - **Motion** made by Mr. Price to approve Warrants #39-40 (FY20) in the amount of \$70,839.98, **second** by Mrs. Woodsum. **Discussion:** Mr. Eno asked about a final payment (unable to understand on what topic) and the Cobbossee Watershed Payment. Mrs. Woodsum asked what Town of Winthrop payment was (Ambulance Services). **Vote** 5-0 in favor.

#### **Communications**

- **Select Board Communications**
  - Mr. Bourgoine reported that the Bittar Court Case went to the favor of the Town of Readfield.
  - Mrs. Woodsum asked about the Audit for the Town and the presentation that keeps getting delayed (see notes above) and about the SW&R Committee (will be under other business/Transfer Station Compactor). She also wanted to say a big thank you to the Town Manager for all he is doing during this COVID-19 situation.
  - Mr. Eno spoke briefly on the COVID-19 issue and being a small town.
  - Mr. Price just wanted to say thank you to everyone.
- **Staff Reports**
  - Mr. Dyer gave a verbal report: Updated on the Transfer Station issues this past Saturday resulting in a shut down. Also reported that the backhoe at the Transfer Station is a loaner and the new one will be delivered this week.

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

- Conservation Commission minutes of January 16, 2020
- Cemetery Committee minutes of January 16, 2020
- Trails Committee minutes of January 28, 2020
- Library Board minutes of February 10, 2020

*Thank you for submitting your minutes*

- **Public Communications - Members of the public may address the Select Board on any topic**

- None

**Appointments, Reappointments and Resignations:**

- **20-091 - Consider the appointment of Eric Dyer as the E-911 Addressing Officer**

- **Motion** made by Mr. Bourgoine to appoint Eric Dyer as the E-911 Addressing Officer with a term ending this physical year, **second** by Mr. Price. **Discussion:** Annual appointment by statute, normally the CEO but he will be leaving soon. **Vote** 5-0 in favor.

- **20-092 - Consider the appointment of Thomas Molokie to the Cobbossee Watershed District**

- **Motion** made by Mrs. Woodsum to appoint Thomas Molokie to the Cobbossee Watershed District with a term ending 6/30/2022 and to appoint Kevin Kelliher to the Recreations Committee for a term ending 6/30/2020, **second** by Mr. Eno. **Discussion:** Recreation Board still has one vacancy. **Vote** 5-0 in favor.

- **20-093 - Consider the appointment of Kevin Kelliher to the Recreation Committee**

- See combined motion in item 20-092

**Old Business:**

- **20-082 – Hear and discuss the FY19 Independent Audit Report by Berry, Talbot, Royer**

- See notes at beginning of meeting.

- **20-083 – Consider the status of land surrounding the Jesse Lee Church**

- Mr. Dyer spoke that the original quiet title approached was recommended to not go through with due to complications. Mr. Dyer and the Church do not feel right with this approach. Suggested to work together with the church to bring to a future Town Meeting and to continue to work on other issues like line boundaries. Original intent still the same just a different means to get there.

**New Business:**

- **20-094 – Coronavirus preparedness discussion**

- Memo created by Town Manager reviewed by Select Board. Essential meetings to be held and all other will be postponed at this time. Select Board/Planning Board/Budget Committee to be done remotely (Town Manager is currently working on).
- Town to start working on a volunteering effort for those in need and reach out to the community.
- A lot of information and updates can be found on the Town Website and FaceBook page.

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- Emergency Operations Plan to get gathered and have Select Board sign. Recommended to have only current plan on website as there are multiples when searing.
- Health Officer – Update information and appoint.
- Discussion on Town Operations and how everything will flow for the coming future months.

- **20-095 – Consider a full draft of the FY21 Budget and Warrant**

- Review by Select Board and Town Manager of the Annual Town Meeting Warrant/Secret Ballot. Attention/Discussion to the following: Article 11, Articles 39/40, Article 7, Article 10 and Article 38.
- **Motion** made by Mr. Price to approve the second reading of the Town of Readfield Food Sovereignty Ordinance as presented in packet, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- Review/Discussion by Select Board on FY 2021 Budget – Draft 7
- Mr. Eno wanted to put on record that as he supports the budget he really feels a process that encumbers an entire budget line item before nickel dime one has been expedited in an undesirable approach with getting accurate reflection line by line/department by department of where we are at the end of the year.
- No action to warrant being taken tonight

- **20-096 – Conduct quotes for ADA door openers at the Town Office**

- Mr. Dyer spoke that there were 4 bids received and the recommendation of Mr. Dyer and Anna Carll (Maintenance) is to go with Overhead Door Company, while they are not the lowest they are the most complete and knowledgeable.
- **Motion** made by Mrs. Woodsum to accept the bid from Overhead Door Company in the amount of \$9,947.00, **second** by Mr. Price. **Discussion:** Job will be started within 4 weeks as stated. **Vote** 5-0 in favor.

**Motion** made by Mrs. Woodsum to extend meeting 15 minutes, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

- **20-097 – Conduct a first reading of a draft Marijuana Establishments Ordinance**

- Mr. Dyer gave a brief update and only one change to be noted: To add Planning Board as the gate keeper to approval authority.
- Review by Select Board with the following discussions: All seven areas are broken down in the Warrant (Articles 41-47) with the final voting on Article 48 being the master ordinance that would allow previous 7 to go into effect.
- Discussion if Article 48 should come before all separate articles. Mr. Price mentioned that the whole point of separating each article is so people can look at each individually and only vote how they want on that certain area.
- Suggested to have legal review to make sure all is clean and understandable. Informational document like in the past to be completed.
- **Motion** made by Mrs. Woodsum to accept the first reading of the draft Marijuana Establishments Ordinance as presented, **second** by Mr. Price. **Vote** 5-0 in favor.

- **20-098 – Conduct a second reading of the revised Administration Ordinance**

- No major changes
- **Motion** made by Mrs. Woodsum to approve the second/final reading of the Town of Readfield Administration Ordinance, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

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**Motion** made by Mrs. Woodsum to extend the meeting by 10 minutes, **second** by Mr. Eno. **Vote** 5-0 in favor.

**Other Business, Upcoming Meetings & Future Agenda Items:**

- **Transfer Station Shut-down and Compactor Replacement:** Mr. Dyer gave a brief update on issues this past weekend causing the transfer station to have to shut down due to the compactor. Has done some research and got quotes on a new compactor around \$30,000/\$40,000. Recommendation to go with Atlantic Recycling with the leasing option.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager into a lease agreement with Atlantic Recycling for a new compactor not to exceed \$50,000 and suspending the purchasing policy for the bidding process on this one item and seeking agreements from the Towns of Fayette and Wayne on the future purchase, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

**Motion** made by Mrs. Woodsum to adjourn meeting at 8:23 pm, **second** by Mrs. Sammons **Vote** 5-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*