

Readfield Select Board Regular Meeting Minutes – December 9, 2019

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

Excused: Dennis Price

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Grace Keene, Fran Zambella, Lydia Adelson, Norma Grover, Ben Grover, Jeanne Harris, Robert Harris, Joel Greenwood, K. Couilly

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

- **Presentation of the Boston Post Cane to Norma H. Grover** (Taken out of order)
 - **Motion** made by Mr. Bourgoine to replicate the Boston Post Cane frame and send to Norma Grover and moving forward for all recipients, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
- **20-047 – Minutes: Select Board meeting minutes of November 4 & 5, 2019**
 - **Motion** made by Mr. Eno to approve the Select Board meeting minutes of November 4, 2019 and November 5, 2019 as presented, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
- **20-048 – Warrants #20-26 (FY20)**
 - Mr. Eno reviewed Warrants #20-26 (FY20)
 - **Motion** made by Mr. Eno to approve Warrants #20&21 (FY20) in the amount of \$376,396.51, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrant #22 (FY20) in the amount of \$47,645.18, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrants #23&24 (FY20) in the amount of \$99,149.77, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrants #25&26 (FY20) in the amount of \$417,130.48, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons recently had two projects happen: Trunk and Treat and the Veterans Day Celebration and wanted to thank the Readfield United Methodist Church; - both years they have had a trunk and sponsored lunch for Veterans Day. Also she wanted to wish all of Readfield happy holidays and thank all citizens for making Readfield the town that it is.
 - Mrs. Woodsum wanted the Readfield staff/employees to know that she appreciates all that they do for the Town of Readfield.
- **Staff Reports**
 - Mr. Dyer reviewed the Town Manager Report dated December 9, 2019
 - Lengthy discussion on backhoe repair and maintenance
 - Mr. Dyer reviewed the October 2019 Treasurer's Report
- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of September 19, 2019
 - Trails Committee minutes of September 24 & October 22, 2019
 - Library Board minutes of October 2, 2019

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- Cemetery Committee minutes of October 16 & November 1, 2019

Thank you for submitting your minutes

- **Public Communications** - *Members of the public may address the Select Board on any topic*
 - Grace Keene asked if the upcoming Traffic and Parking Ordinance is going to help with the problems in front of post office as it's very dangerous. Mr. Bourgoine says it will not be covered under that ordinance but will be discussed in the future as comprehensive plan may cover this.
 - Fran Zambella spoke that the access to the post office needs to be addressed; possibly by the Age Friendly Committee. Very hard to access in and out of the post office and dangerous.

Appointments, Reappointments and Resignations:

- **20-049 – Consider the resignation of Donna Witherill from the Library Board of Trustees**
 - **Motion** made by Mr. Eno to approve the resignation of Donna Witherill from the Library Board of Trustees with regret, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

New Business:

- **20-052 – Consider proposals for repair of the Torsey Pond Dam and Bridge-(Consensus to take out of order)**
 - Update from Mr. Dyer; received 3 bids, second time putting out to bid. Bids received from Cavanagh Marine, Knowles Industrial and H.E. Callahan. Apparent low bid is H.E. Callahan in the amount of \$111,996.20 with the Town of Readfield's part being \$61,205.80. The recommendation by the Town Manager and with support from the Torsey Pond Association is to go with the lowest bidder; H.E. Callahan.
 - **Motion** made by Mr. Bourgoine we accept the bid from H.E. Callahan and for the Town Manager to proceed with the process with the estimated sum of \$61,205.80 for the Town of Readfield's share, **second** by Mrs. Sammons. **Discussion:** Project not to start this fiscal year but coming from reserves for this fiscal year budget. Torsey Pond already at \$50,000 in donations and continuing to fundraise. **Vote** 4-0 in favor.
- **20-053 – Conduct a review of Readfield's Comprehensive Plan Goals & planning process-(Consensus to take out of order)**
 - Review by Mr. Dyer of the Select Board Goals from the Readfield Comprehensive Plan; a lot of ongoing activity and a lot to review and go over. Current Comprehensive Plan is 10 years old and needs to be updated.
 - Mr. Bourgoine spoke that he would like to see the Age Friendly Housing worked on, an area that really needs attention in the community. Other items on the list are items that are currently being worked on like the Traffic and Parking Ordinance, Maranacook Lake Dam and parking concerns at the Post Office/Masonic Hall.
 - Mr. Eno mentioned that a comprehensive plan is mandatory to have and kept updated.
 - Mrs. Woodsum spoke that we have completed a vast majority of the items on the report and that is why it's a good thing to update and keep items that need attention on top.
 - Discussion amongst the select board about updating the comprehensive plan.

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- Joel Greenwood of KVCOG reviewed the proposal for the Readfield 2022 Comprehensive Plan; went over the scope of service, timeline/ongoing goals and cost consideration. Discussion amongst Select Board on timeline and budget concerns.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager to consider this proposal in our budget process while taking into consideration of the discussion tonight, **second** by Mr. Eno. **Vote** 4-0 in favor.

Old Business:

- **20-050 – Conduct a second reading and approval of the Traffic and Parking Ordinance**
 - Brief review by Town Manager and Select Board.
 - **Motion** made by Mr. Bourgoine to go forward with the adoption of the Public Ways, Traffic and Parking Ordinance of the Town of Readfield, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

New Business:

- **20-051 – Conduct a review of municipal investments and retirement plan options with Kennebec Wealth Management**
 - Sam Tippet of Kennebec Wealth Management was unable to attend tonight due to a family emergency. He spoke with the Town Manager today and gave a brief update of where things were at and he shared this with the Select Board. Discussion amongst the Select Board and questions they would like to have answered by Sam at the next meeting along with other concerns and key items. Consensus of Select Board to work on sweep account in a timely manner, possibly by next meeting.

Motion made by Mrs. Woodsum to extend the meeting by 15 minutes, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

- **20-054 – Consider the Town Manager annual review contract renewal process**
 - Update from Mr. Bourgoine that the annual review process for the Town Manager contract has started. All information has been sent out to those involved and information is available on the website for directions on public comment. Executive session set for Thursday, December 19 at 4:30 pm.

Motion made by Mrs. Sammons to adjourn the meeting at 8:46 pm, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary