

## Readfield Select Board Regular Meeting Minutes – Monday, July 20, 2020

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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), Kristin Parks (Board Secretary), Jan Gould, Sean Keegan, Kevin Kelliher

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

- **21-006 – Election of Select Board Chair & Vice Chair (1-year terms ending June 30, 2021)**
  - *Agenda Item taken out of order*
    - **Motion:** Mr. Bourgoine nominated by Mrs. Sammons as Chair, **second** by Mrs. Woodsum. No other nominations. **Motion** made by Mrs. Sammons to close nominations, **second** by Mrs. Woodsum. **Vote** to close nominations 5-0 in favor. **Vote** to approve nominations 5-0 in favor.
    - **Motion:** Mr. Price nominated by Mrs. Sammons as Vice Chair, **second** by Mr. Bourgoine. No other nominations. **Motion** made by Mrs. Woodsum to close nominations, **second** by Mr. Eno. **Vote** to close nominations 5-0 in favor. **Vote** to approve nominations 5-0 in favor.
- **21-001 – Minutes: Select Board meeting minutes of June 15 & 29, 2020**
  - **Motion** made by Mr. Price to approve the Select Board meeting minutes of June 15 & June 29, 2020 as presented, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **21-002 – Warrants: #53-56 (FY20) & #1-2 (FY21)**
  - Mrs. Sammons reviewed Warrants #53-54 in amount of \$191,337.40
  - Mrs. Woodsum reviewed Warrants #55-56 in amount of \$79,649.81
  - Mrs. Woodsum reviewed Warrants # 1-2 in the amount of \$337,111.16
  - Mrs. Woodsum reviewed Warrants #57 & # 3-4
  - **Motion** made by Mrs. Woodsum to approve warrant #57 in the amount of \$3,233.12, **second** by Mr. Eno. **Vote** 5-0 in favor.
  - **Motion** made by Mrs. Woodsum to approve warrants #3-4 in the amount of \$53,589.34, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

### Communications

- **Select Board Communications**
  - Mrs. Sammons thanked Mr. Price for running for Select Board and congratulations to him.
  - Mrs. Woodsum thanked Deb Nichols and all staff for the great election that was run.
  - Mr. Bourgoine thanked all the residents who participated in voting.
  - Mr. Price thanked everyone who voted and who voted for him.
- **Town Staff Reports**
  - Treasurer's Report for June 2020 – Review of report provided in packet.
- **Boards, Committees, Commissions & Departments**
  - Library Board minutes of May 6, 2020
  - Sean Keegan & Kevin Kelliher of the Rec. Committee spoke that they would like to start working on some plans for an outside basketball court, soccer field & softball field in town (Church Road). Would make Readfield more appealing and more outdoor recreation for kids.

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

### **Appointments, Reappointments, & Resignations:**

- **21-003 – Consider the appointment of Jan Gould to the Planning Board**
  - Jan Gould was present for the appointment and gave a brief introduction.
  - **Motion** made by Mr. Bourgoine to appoint Jan Gould to the Planning Board for a term starting tonight and ending 06-30-2023, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

### **Old Business:**

- **20-102 – Discuss the local COVID-19 response**
  - Applied for the “Keep Maine Healthy Municipal COVID-19 Awareness Campaign” Grant and received funding in the amount of \$28,315.00. Will be using these funds to go towards extra staff and hours for cleaning, additional staff at the beach and transfer station along with physical things like signs and educational materials.
  - Summer Hours at the Transfer Station started this past Sunday and are from 8:00 am to Noon.
- **20-114 – Fire Station & Library building project update**
  - The Library will be finished tomorrow, Tuesday, July 21<sup>st</sup>.
  - Fire Department has a few more final measures to complete. May have to put in the sprinkler system and a different approach for the hood over the stove. Should be wrapped up by the end of September.
  - Suggested to have a virtual tour once projects are complete.
- **20-126 – Discuss the ongoing regional broadband project and consider additional funding**
  - Mr. Bourgoine would like to talk more about the project at the Select Board retreat.
  - A sample brochure is in the packet. Within the next month more media information will be available (website, pamphlet, etc.)
  - Mr. Bourgoine would like a meeting with the town but not having it held via ZOOM. Would like to get a good amount of participation and what the town residents wants/needs are for broadband.
  - Mrs. Woodsum would like to see the meeting sooner than later so the project isn’t dragged out.
  - Suggested to have a mailing go out to residents to get feedback to be able to apply for the grant that opens tomorrow and ends August 1<sup>st</sup>.
  - Mrs. Woodsum to be the Readfield Town Representative at the next broadband meeting.

### **New Business:**

- **21-004 – Take any necessary action resulting from the Executive Session**
  - **Motion** made by Mrs. Woodsum to authorize the Town Manager to work with legal counsel to execute a consent agreement and settlement for the property located at 26 Mill Stream Road, **second** by Mr. Eno. **Vote** 5-0 in favor.
- **21-005 – Consider an annual order for the collection of taxes**
  - Payments received towards taxes go to the oldest balance. No motion; Signing by Select Board.

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### **21-007 – Election of the Board of Assessors (three, 1-year terms ending June 30, 2021)**

- **Motion** made by Mrs. Woodsum to nominate Mr. Eno, Mr. Price and Mrs. Sammons to the Board of Assessors, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

### **• 21-008 – Discussion of Quarterly Financial Review, “timer” and “note taker” responsibilities**

- Mrs. Woodsum: Timer and SWRC liaison
- Mrs. Sammons: Note taker
- Mr. Eno: Continue working with Town Manager on building projects
- Quarterly Financial Review: Q1 – Mrs. Woodsum, Q2 – Mr. Price, Q3 – Mr. Eno, Q4 – Mrs. Sammons. Mr. Bourgoine as backup for all quarters.

### **• 21-009 – Consider details of a Select Board Retreat**

- Tentative date for in September; will set date at August meeting.

### **• 21-010 – Summer Residents Meeting planning**

- Due to COVID-19 census of the Select Board not to hold this year. Town Manager to send out informational postcard/media outreach to summer residents.

### **• 21-011 – Consider Spirt of America Award Nominations**

- One nomination was received by Mr. Bourgoine. Census of Select Board it’s a good idea and the right time to do it.
- **Motion** made by Mrs. Woodsum to approve the Spirit of American nomination that was given to the Select Board via mailboxes, **second** by Mr. Price. **Vote** 5-0 in favor.

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

- Next meeting August 17<sup>th</sup>, Mr. Bourgoine will not be attending unless via ZOOM. Mr. Price to chair.
- County Commissioners willing to accept two payments instead of one due to COVID-19.

**Motion** made by Mrs. Sammons to adjourn meeting at 7:58 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*