

Readfield Select Board

Regular Meeting Minutes – Monday, September 14, 2020

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), Aaron Neily, Lee Mank, Some unknown attendee's via ZOOM

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm.

- **21-020 – Minutes: Select Board meeting minutes of August 17, 2020**
 - Motion made by Mrs. Sammons to approve the Select Board meeting minutes of August 17, 2020 as presented, second by Mr. Eno. Vote 5-0 in favor.
- **21-021 – Warrants: #9-12 (FY21)**
 - Mrs. Woodsum reviewed Warrants #9-10 – Warrant total: \$414,080.80
 - Mr. Bourgoine reviewed Warrants #11-12
 - **Motion** made by Mr. Bourgoine to approve warrants #11-12 in the amount of \$130,683.25, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons: Trunk or Treat will be happening Saturday, October 31 at the Readfield Fairgrounds. Contact her if you would like to participate. More details in October messenger.
- **Town Staff Reports**
 - Town Manager Report
 - Review of Town Manager Report dated 9-14-2020
 - Treasurer's Report for August 2020
 - Review of August 2020 Treasurer's Report
- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of June 10, 2020
 - Trails Committee minutes of May 25, 2020
- **Public Communications - *Members of the public may address the Select Board on any topic***
 - None

Appointments, Reappointments, & Resignations:

- **Motion** made by Mrs. Woodsum to suspend the policy for initial first time new appointment interviews until the Governor lifts the State of Civil Emergency with the exception of Planning Board and Budget Committee, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **21-022 – Consider the appointment of Oliver Richardson to the Recreation Committee**
 - **Motion** made by Mr. Bourgoine to appoint Oliver Richardson to the Recreation Committee for a term starting tonight and ending 06-30-2023, **second** by Mr. Price. **Vote** 5-0 in favor.

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- **21-023 – Consider the appointment of Kim Whitman as Ballot/Election Clerk**
 - **Motion** made by Mr. Bourgoine to appoint Kim Whitman as Ballot/Election Clerk for the November 3, 2020 election, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
 - **Motion** made by Mr. Eno to approve the 2020 Ballot/Election Clerks as included in the packet, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Old Business:

- **20-102 – Discuss the local COVID-19 response**
 - Nothing new for routine operations since the last update.
 - Included in the packet are two new orders from the Governor.
 - Deb Nichols, Town Clerk, is working on absentee voting and a location for voting. Either at Giles Hall or at The Kent's Hill Ice Arena on the gymnasium side. 426 absentee ballot requests have been received as of today.
- **20-114 – Fire Station & Library building project update**
 - Breakdown of where the project is financially included in the packet.
 - Project is very near the end.
 - Lee Mank, Fire Chief, gave a brief update on the code changes and range hood issues.
 - Mr. Eno stated that he was not happy with the fact that bids were received in January but the final plans were not filed until May. He feels the delay in filing caused for the change in codes to become an issue and now cost more money and wishes someone at the state would address this issue and possibly correct.
 - Lee Mank feels that trying to change back to the old plans would only make it so in the future the fire station will not be up to state standard codes and not be able to be used for the full potential that it is equipped for.
 - Suggested to change the wording in the contracts/RFP's for time delayed filing and fees.
 - Discussion on full cost of the sprinkler system pricing and if the town has the funds to cover it.
 - Library still has two projects to complete, will be sending out the RFP and getting quotes.

New Business: (Consensus of Board to take out of order)

- **21-026 – Consider a draft application for Marijuana Establishments (as called for in the Marijuana Establishments Ordinance)**
 - Mr. Dyer reviewed the draft of the Marijuana Establishment Application and Process included in the packet. Looking to have the application finalized by the end of October. Already in the process of legal review and going to the Planning Board.
 - Aaron Neily is interested in learning more, will help with input as he is looking at opening a retail facility in Readfield.
 - If you would like to stay up to date on items like this sign up for e-alerts through town website.

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Old Business continued:

- **20-126 – Discuss the ongoing regional broadband project and consider additional funding**
 - Mrs. Woodsum spoke that there was a revision to the plan by the consultant after the public hearing on September 3. 96% of Readfield has internet options and the town is not considered underserved therefore cannot get any state/local funding.
 - Mr. Dyer spoke that this would be an ongoing community engagement with a lot of time and planning along the way.

Public Hearing: To have the Select Board hold a public hearing for the purpose of considering amendments to Appendices A-H of the General Assistance Ordinance.

- Public Hearing opened at 8:14 pm by Mr. Bourgoine. No public comments. All information available in the packet. Mr. Bourgoine closed the public hearing at 8:16 pm.

New Business:

- **21-024 – Consider amending Appendices A-D of the General Assistance Ordinance**
 - **Motion** made by Mrs. Woodsum approve the amendments to the General Assistance Ordinance A – H for fiscal year 10-1-2020 through 9-30-2021 as presented in the packet, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **21-025 – Consider an agreement with Connectivity Point for conversion of our analog public access television and meeting broadcast equipment to digital**
 - Bill Starret gave a brief background on the current equipment the town is using compared to the new, better upgrade that he is proposing. The current equipment is 30 plus years old leaving the town behind on technology.
 - Some benefits would be the ability to live stream and increase programing for the public. Public service announcements could happen as well.
 - **Motions** made by Mrs. Woodsum to accept the proposal as presented in the packet from Connectivity Point and authorize the town manager to sign on behalf of the select board, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

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

- **21-027 – Consider the makeup and guidance for the Comprehensive Plan Update Committee**
 - Review of the Comprehensive Plan Committee. Suggested to have Select Board and Planning Board be interchangeable terms. Minor suggestions on tasks. Would like to have the appointments done by the end of October.
 - **Motion** made by Mrs. Woodsum to approve the Comprehensive Plan Update Committee as presented in the packet with the couple of recommendations and changes discussed tonight by 10-31-2020, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

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

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- **21-028 – Hear a report from the recent Select Board Retreat**
 - The Select Board retreat was held on September 8th. Mr. Bourgoine gave a review on the meeting and goals. All information is available to anyone interested.
- **21-029 – Consider the schedule for upcoming Select Board meetings**
 - October 5 & 19, November 16 and December 14.

Other Business, Upcoming Meetings & Future Agenda Items:

- The 22nd Annual KVCOG meeting is September 22, Mr. Bourgoine is unable to attend, another Select Board member can go if they would like.
- **Motion** made by Mr. Bourgoine for the Town Manager to sign the ballot for KVCOG on behalf of the Select Board, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Motion made by Mr. Price to adjourn the meeting at 8:44 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary