

Readfield Select Board

Regular Meeting & Workshop Minutes for June 29, 2015

Select Board members present: Sue Reay, Valarie Pomerleau, Greg Durgin, Allen Curtis and Thomas Dunham

Others attending: William Starrett and Kristi Hutchinson (PEG TV), Robin Lint (Town Clerk), Teresa Shaw (Interim Town Manager), Christine Sammons and Bruce Bourgoine (Incoming Select Board Members), Eugene Carbona, Alex Wright, Dave Linton, Linwood Reay Jr., Pam and David Glidden, Marion Dunham, Lorraine Hall-Wagner, Sandra Rourke, Carolyn Armstrong, John Parent, Grace Keene, Milton Wright, Deb Doten, Peter Davis, Steve Clark, Oscar Thomas Feagin, Wendy Dennis, Lee and Samantha Mank and Roland Cote. Also present were several contractors from various companies for the awarding of several RFP's.

Mrs. Reay opened the meeting at 5:00 PM.

EXECUTIVE SESSION – Union negotiations

Motion by Mrs. Reay to enter into executive session under 1 M.R.S.A §405(6)(D) Labor Negotiations, second by Mr. Curtis. Vote 5-0 in favor.

The Select Board went into executive session at 5:01 pm.

The Select Board came out of executive session at 5:54 pm.

Mrs. Reay reconvened the meeting at 5:58 pm.

WORKSHOP – Collections Clerk Job Description

- Documents were provided showing months, weeks, days and hours of service at the front window.
- Lengthy discussion on the open hours of the front window was discussed in detail.
- Ms. Pomerleau said she would like to see the front window closed to 25 hours a week. Leaving the Town Clerk and the Finance Officer more time to do their jobs without disruption. Ms. Pomerleau said she was sure the residents would not mind too much waiting in line.
- Mr. Durgin said he saw no evidence that the Select Board should change the hours.
- The employees were concerned that the fewer hours the window was opened the more they would have to back up the front with everyone being concentrated into the 25 hours instead of spread out in the current 38 hours.

THE REGULAR MEETING:

Meeting called to order at 6:35 pm by Mrs. Reay followed by the Pledge of Allegiance.

1.) Minutes – June 15, 2015

Motion by Mr. Dunham to approve the minutes of June 15, 2015 as amended, second by Mr. Durgin. Vote 5-0 in favor.

2.) Warrant - #26

Motion by Mr. Durgin to approve Warrant #26 in the amount of \$45,303.11, second by Mr. Dunham. Vote 5-0 in favor.

3.) Select Board Communications

- Mr. Curtis said that the employee job descriptions should reflect the jobs that they are doing. **Motion** by Mr. Curtis to direct the Town Manager to have the town employees review their current job descriptions and change them to reflect the jobs that they do and bring them back to the Select Board within a month, second by Mr. Dunham. Discussion ending with Mr. Curtis withdrawing his motion. **Motion** by Mr. Dunham to direct the Town Manager to update all job descriptions within thirty days, second by Mr. Curtis. Vote 5-0 in favor.
- Mrs. Reay asked the Board if anyone wanted to respond to a letter the Board received from Mr. Knox. Mr. Curtis said that all the questions in his letter had been addressed previously and he should look them up.

4.) Town Manager

- Community Advertiser wrong information. The Interim Town Manager reported that she had spoken to the Community Advertiser people and they said they had retrieved the voting information from our web site. Both the 2015 and 2014 information is on there and they said they took the wrong information.
- Outside lights. The outside lights are on a timer and are set to go off at 8:30 pm.
- Pole permit from CMP for the Mill Stream Road. **Motion** by Mr. Curtis to grant permission for CMP to place a pole on the corner of Route 17 and Main Street as per the diagram provided by CMP, second by Ms. Pomerleau. Vote 1-4 with Mr. Curtis voting in the positive, motion fails.

OUT OF ORDER

12.) RFP's for Road work

PAVING:

- Road Committee recommended Pike Industries only because they did not have the references on Wellmans.
- Eric Martin from Wellman Paving Inc. said they would guarantee their work and come back to fix any problems. Mr. Martin also stated he had the required equipment.
- Bard Paving withdrew their bid. **Motion** by Mr. Dunham to award the paving bid for the RFP to Wellman Paving Inc. at \$137,291.90, second by Mr. Durgin. **Motion** by Mr. Dunham to amend his motion to strike the dollar figure and include 1" wearing @ \$75.62 per ton, shim @ \$75.62 per ton, tack @ \$3.00 per gallon for a total estimated cost of \$137,291.90, second by Mr. Durgin. Vote 5-0 in favor.

Vote on the original motion with the amendment 5-0 in favor.

ROAD MAINTENANCE:

- **Motion** by Mr. Dunham to award the Road Maintenance to D.R. Caron Excavation, Inc. for \$13,955.00, second by Mr. Curtis. Vote 5-0 in favor.

ROAD SHOULDERS:

- **Motion** by Mr. Curtis to award the Road Shoulder RFP to C.H. Stevenson, Inc. for \$7,985.00, second by Mr. Dunham. Vote 4-1 with Mrs. Reay voting in the negative.

CRACK SEALING:

- **Motion** by Mr. Curtis to award the Crack Sealing RFP to Sealcoating, Inc. and not to accede \$10,000, second by Ms. Pomerleau. Vote 5-0 in favor.
- The Board thanked the Road Committee as well as the Interim Road Commissioner and Deputy Road Commissioner for the work on the RFP's. The Interim Town Manager will update the spread sheet showing who the RFP's were awarded to.

5.) Boards, Committees, commissions & Departments

- Cemetery Committee Minutes for May 4, 2015 were included in the packet.

APPOINTMENTS/REAPPOINTMENTS:

6.) Health Officer – Oscar Thomas Feagin

- **Motion** by Mrs. Reay to appoint Oscar Thomas Feagin as the Town's Health Officer till June 30, 2016, second by Mr. Durgin. Vote 5-0 in favor.

Road Committee – Linwood Reay Jr.

- Mr. Reay came forward and wanted to make it known that his son will still be working for Steve McGee as McGee has one more year on their snowplowing contract for Readfield. Mr. Reay wanted this to come forward so it wouldn't be a conflict of interest while he was on the Road Committee.
- Mr. Dunham thanked Mr. Reay and said that he also sees no conflict of interest and would go one step further by saying Mr. Reay could bid on Town road work as well.

Motion by Thomas Dunham to appoint Linwood Reay Jr. to the Road Committee for a three year term from 7-1-2015 to 6-30-2018, second by Ms. Pomerleau. Vote 4-01 in favor with Mrs. Reay recused herself from the vote.

Maranacook Lake Dam Committee and Conservation Commission

- **Motion** by Mrs. Reay to reappoint Laurence Perkins to the Maranacook Lake Dam Committee, Tim Sniffen to the Conservation Commission, Jerry Bley to the Conservation Commission all for a three year term ending June 30, 2018 and Jay Hyland to the Planning Board for a five year term ending June 30, 2020, second by Mr. Durgin.
- Discussion: Mrs. Lorraine Hall-Wagner said that Jay Hyland's application was not in the packet and should not be voted on tonight.
- Vote 1-4 motion fails.

- **Motion** by Mrs. Reay to reappoint Laurence Perkins to the Maranacook Lake Dam Committee, Tim Sniffen to the Conservation Commission, Jerry Bley to the Conservation Commission for a three year term ending June 30, 2018, second by Mr. Durgin. Vote 5-0 in favor.

7.) **Resignation – Daniel Meyer**

- The Town received a letter from Daniel Meyer resigning from the Conservation Commission. Mr. Meyer has moved out of Town.

Motion by Mrs. Reay to regretfully accept the resignation from Daniel Meyer from the Conservation Commission effective tonight and thank him for his service to the Town, second by Mr. Curtis. Vote 5-0 in favor.

8.) **Annual Appointments:**

- **Motion** by Mrs. Reay to appoint Teresa Shaw as Interim Road Commissioner, Interim Tax Collector, Interim Town Manager, Interim Transfer Station Manager, Interim Treasurer and Interim Welfare Administrator starting 7-1-2015 and or until the Town Manager's position is filled, second by Mr. Durgin. Vote 5-0 in favor.
- **Motion** by Mrs. Reay to appoint Karen Peterson as Sexton for a one year term starting 7-1-2015 through 6-30-2016, second by Mr. Durgin. Vote 4-1 in favor with Mr. Curtis voting in the negative.

9.) **Collection Clerk Job Description**

- **Motion** by Ms. Pomerleau to try the collection clerk for 25 hours and see how it goes, second by Mr. Curtis. Discussion, Ms. Pomerleau withdrew her motion.
- **Motion** by Mr. Dunham to advertise for the collection clerk position per the job description for a 25 hour week position, second by Ms. Pomerleau. **Motion** by Mr. Curtis to amend the motion to a 30 hour a week position with the window open 25 hours a week, second by Mr. Durgin. Vote 2-3 amendment fails with Mr. Curtis and Mr. Durgin voting in the positive.
- **Original Motion**, Vote 2-3 motion fails with Mr. Dunham and Ms. Pomerleau voting in the positive.
- **Motion** by Mr. Curtis to advertise for the position of Collection Clerk as stated in the job description for 30 hours a week, second by Mr. Durgin. Vote 4-1 motion passes with Ms. Pomerleau voting in the negative.

10.) **Town Manager Interview Questions**

- Mr. Curtis expressed his concern about the interview questions being available on line and to the public. Mr. Curtis does not want the applicants being able to see the questions ahead of time.
- Mr. Bourgoine, an incoming Select Board member, said it may be worth another look at the questions so see if he could add anything to the process but he would be okay with whatever the Board decided.
- Mr. Dunham asked if the office could date all documents coming to the Board.

Motion by Mr. Dunham to approve the Town Manager Interview questions 2015 as presented, second by Mrs. Pomerleau. Vote 5-0 in favor.

Motion by Mr. Curtis if the interview questions are on the web site that they be removed the next business day, second by Mr. Dunham. Vote 5-0 in favor.

11.) Town Meeting – Secret Ballot

- Mrs. Reay expressed her concern of re-voting on questions that were voted down. Showing an article in the Community Advertiser where the Select Board said items with the (*) would be re-voted. Mrs. Reay also said she re-watched four disc where the residents asked what would happen in a no vote.
- Mrs. Reay said if the Board was going to do a Special Town Meeting vote that they might want to include a new Fire Truck article and re-write the unexpected balances article.
- Wendy Dennis from the Maranacook Dam Committee also asked the Board once again to put the Maranacook Dam articles back on the ballot.

Out of order (all most 9pm)

18.) Public Communication

- Mrs. Glidden thanked Mrs. Reay and Mr. Durgin for their service.
- Mr. Linton said that re-voting articles would set precedence and would be changing the rules.
- Mr. Reay wanted to know if the material dumped across the road had been cleaned up and if other residents had permission to do the same. Mr. Curtis said he will contact the supervisor of that individual who gave permission. Mr. Reay also wanted to know when the Town sign would be fixed. Mr. Reay said that the sand should not be on the lawn or brushed into the ditches. Mr. Reay also asked if the drainage problem around the town office building had been fixed.
- Mr. Carbona said he would like to see the sign fixed by a professional.

Motion by Mrs. Reay to extend the meeting till 9:30 pm, second by Mr. Dunham. Vote 3-2 motion passes with Mrs. Reay and Mr. Curtis voting in the negative.

13.) RFP Box Culvert

- Mr. Curtis went over the changes that the Road Committee suggested.

Motion by Mrs. Reay to approve the RFP for the box culvert and to advertise in all available avenues and to have bids back July 16th by 3:00pm and open in public with a board member present and to have the Road Committee review them and give a recommendation by the July 27th Select Board meeting, second by Mr. Dunham. Vote 5-0 in favor.

14.) Policies

a.) Disbursements Warrant for State Fees

b.) Disbursements for Employees Wages and Benefits

c.) Outstanding or Delinquent Taxes

Motion by Mrs. Reay to approve and sign the disbursements Warrant for State fees, Disbursement for Employees Wages and Benefits and Outstanding or Delinquent Tax policies, second by Mr. Durgin. Vote 5-0 in favor.

Out of order (Fire Truck)

17.) Other

- Lee Mank, Fire Chief, was present to inform the Select Board of the rising cost of a new fire truck which is in the Capital Improvement Plan in the next year or so.
- New truck price now would be \$400,000 and rising.
- Mr. Mank suggested maybe an article if there was going to be a special Town Meeting ballot. Mr. Mank said it would save the Town \$30,000 to \$40,000 if we did it now.

Motion by Mrs. Reay to extend the meeting to 9:45 pm, second by Mr. Dunham. Vote 3-2 in favor with Mr. Durgin and Mr. Curtis opposing.

15.) Waste Management

- Mrs. Reay handed out a spread sheet to the Board that show how much money the Town was losing in shingles at the Transfer Station. Mrs. Reay suggested that the Board make looking at all the Transfer Station fees a top priority because of the loss to the Town.

Motion by Mrs. Reay to approve the contract with Waste Management from 07/01/15 through 6/30/2016, second by Mr. Durgin. Discussion: Mrs. Reay withdrew her motion. The Town still has a contract with Waste Management; they were just informing us of the price increases.

16.) Review of proposed Holiday closing

- **Motion** by Mrs. Reay to approve the Holiday Schedule for July 2015 through June 2016, second by Mr. Dunham. Vote 5-0 in favor.

Each Board member took the time to thank each other for the service they have given to the Town.

Meeting adjourned at 9:47 pm.