

**Readfield Select Board
Regular Meeting Minutes October 5, 2015**

Select Board members present: Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine and Allen Curtis

Others attending: Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), William Starrett (Channel 7), Kristin Parks (Board Secretary), Lawrence Perkins, Leny Reay, Ann Keilty, Gary Keilty, Roland Cote, Grace Keene, John Parent, Fran Zambella, Milton Wright, Andrews Tolman, Pete Davis, Debora Doten, Sandra Rourke, David Linton

Ms. Pomerleau called the meeting to order at 6:31 pm followed by The Pledge of Allegiance.

Regular Meeting:

#01 Town Manager

- Introduction of new Town Manager, Eric Dyer.

#02 Minutes – Select Board - September 21 & September 30, 2015

- **Motion** by Mr. Dunham to table the approval of the minutes of the September 21, 2015 meeting until the next meeting, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.
- **Motion** by Mrs. Sammons to approve the Minutes of the September 30, 2015 meeting as amended, **second** by Mr. Dunham. **Vote** 5-0 in favor.

#03 Warrant #15 & #16

- **Motion** by Mrs. Sammons to approve Warrant #15 & #16 in the amount of \$484,578.22, **second** by Mr. Curtis. **Vote** 5-0 in favor.
- **Discussion:** Demo tipping on the shingles, Teresa still to figure that out. Wellman paving doesn't include the transfer station. Audette's Hardware was for a weed wacker, High Grade Business Group was for the tax bills.

Communications:

#04 Select Board Communications

- Mrs. Sammons wants to hear from everyone who wants to contact her through email and phone but do have a policy for public communications. No personal attacks or talking bad, even about volunteers.
- Mrs. Sammons - Transfer paving – Really upset that there was a timeline and didn't hear anything until Select Board meeting on September 21 – think we need to communicate better.
- Mr. Curtis – Letter sent by Mr. Dunn regarding postage meter, not being able to access telephone line. Did some research; Option 1 - item called RJ3IX, \$16.00 to \$18.00, installation in 20 minutes. Analog postage meter can be lead out on elevator line. Elevator has priority. No additional charge for another line. Option 2 – Pitney Bowes will provide town with internet based postage meter. Last he knew they will replace any analog based meter with internet based meter. Was told no charge. Postage meter is used on a daily basis; a lot of mailings are done.
- Mr. Dunham and Mr. Curtis took a trip to Harrison, visited with town manager and spent a huge amount of time at transfer station. Goal was to look at scales and how they impacted the town. Quick synopsis: they paid for their scales the first year after they installed it. Everyone pays the same price for their demo. Complete 40 foot system for them was \$47k. Scales are brand new, Harrison town manager anticipated at rate they are going they will pay for themselves in the first year. Staff at the transfer

station has internet access, tracking, visitors, what's taken in daily. All that data in the cloud. Internet access for transfer station was good for tracking. Something worth looking into. They try not to take cash; they take checks, credit cards for payment. Ideas for more efficient ways to save money.

- **Motion** made by Ms. Pomerleau that going forward we continue with the traditional way of determining the percentages of our taxes, which does include our revenue, **second** by Mr. Dunham. **Vote** 5-0 in favor.

Discussion: Mr. Dunham concerned that tax bills went out with some inaccurate info in them. Mainly RSU; Percentages changed. Teresa explained that there are two ways to calculate the percentages. She thinks that we should go back with traditional way. Mr. Dunham motioned to ask town manger to write a letter to clarify on how much of our taxes go towards the municipal side, to the RSU and to continue the traditional way we are doing taxes. Mr. Dunham withdrew his motion. Town Manager, Eric Dyer to put out a letter, post in next messenger and on website.

- Mr. Bourgoine attended the Kennebec Valley Council of Governments annual meeting on September 22, 2015 – learned about what they do. Recommended that we use KVCOG resources when needed to Eric Dyer. Martin Hanish, was elected as the representative for the town and will be going to the meetings four times a year.
- Mr. Bourgoine – Legal advice to the select board to be added to the agenda. Not added on the agenda on the October 5, 2015 meeting. Wants to discuss as an agenda item. To be added on agenda at the next meeting. October 19, 2015.

#05 Town Manager

- Teresa was asked at last meeting to bring comparison costs of bailing and single sort for transfer station. Bottom lines of spreadsheet presented, in her opinion, running us about the same amount of money.
- **Motion** made by Mr. Bourgoine that we accept the discount offer by Wellman Paving for the transfer station. **Second** by Mrs. Sammons. **Vote** 0-5 opposed.

Discussion: Wellman Paving company representative to discuss the paving on what to do with the paving of the transfer station. Either we take the discount off of the original bill or we could pay bill as is and they would come and do another overlay on the top of the current job. Mark Birtwell, it is fine and no issue with taking the discount. Wellman Paving says it won't cause future problems if left the way it is. Wellman Paving not satisfied with their overall work. Eric Markham, representative for Wellman Paving says the issue is a cosmetic issue not structural. They were asked to do a one lift paving job so will come out differently than a road job. Offered the discount because they are not pleased with the way it looks. Discount is about 22%. Wouldn't be fixed right away, would be done next year.

- **Motion** made by Mr. Dunham to ask the road committee to meet with representative from Wellman Paving to give recommendation on a resolution so we can finalize bill and proceed with payment. **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.

Discussion: Mr. Dunham would like to do more research before making this decision, wants to make sure its okay leaving it the way it is. Consult with someone who knows more about paving. Ask road committee to meet with Wellman Paving and discuss. Road committee agreed to meet with them. Roland Cote said if unable to not fix until spring then we can see how it holds up over the winter.

- **Motion** made by Mr. Bourgoine to move the Certificate of Appointments for Eric Dyer to serve as Office of Town Manager, Office of Road Commissioner, Office of Tax Collector, Office of Transfer Station Manager, Office of Treasurer and Office of Welfare Administrator. **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

Discussion: Certificate of Appointments of Town Manager. A discussion regarding the town manager being the road commissioner and too much work load.

- Eric Dyer spoke regarding the resignation of Mark Birtwell and his last day is on October 16' 2015. Discuss regarding position or alternative route on Friday, October 9, 2015 at retreat.

#06 Boards, Committees, Commissions & Departments

- Cemetery Committee Minutes – Thank you for July 13, 2015 minutes.
- Trails Committee Minutes – Thank you for the July 28, 2015 minutes. Mr. Keilty, Readfield Trails, spoke regarding a very special day, a week ago today, for the citizens of Readfield. Disabled people able to use the trails now. Open for everyone to use. Travis Mills Foundation, retreat for our wounded soldiers. Plenty of volunteers that will escort people to provide any assistance that they can. Over 24 students from Maranacook Community High School came out to help prepare the trails for day of caring, about 101 hours. Lots of hard work and got a lot accomplished. A lot of people to thank due to this great accomplishment. Kents Hill girls soccer team volunteering to do more work on trails.

Appointments/Reappointments:

#07 Appointments

- Road Committee Alternative – David Linton, first time appointment.
Motion made by Mr. Bourgoine the appointment of David Linton as Alternative for the Road Committee, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
Discussion: Alternative verse Fulltime. Immediately post the position for 1 Road Committee member for 2 weeks. David Linton to resubmit application if wants to be considered for a permanent position.
Motion made by Mr. Dunham to officially terminate Gene Murray due to inactivity. **Motion withdrawn** due to term expired. Discussion on the number of fulltime members on the Road Committee and how many open positions that are available. The Town Clerk with direction from Town Manager to look into the number of members through old records.

#08 Resignations

- Road Committee – Greg Leimbach resignation
Motion made by Mr. Dunham to regretfully accept the resignation of Greg Leimbach and ask town manager to post the position per town policy, **second** by Mr. Curtis. **Vote** 5-0 in favor.
- Trails Committee – Lydia Adelson resignation
Motion made by Mrs. Sammons that we regretfully accept Lydia Adelson resignation, **second** by Mr. Bourgoine. Advertise position as well by town manager. **Vote** 5-0 in favor.
- Thank you to Greg and Lydia for their time served on the committees.

Unfinished Business:

#09 Luce Road RFP

- **Motion** made by Mr. Dunham that we approve the RFP for Luce Road Cross Culvert with the change in scope of services to remove 18" culvert and replace with 15" culvert, include a copy of road standards to follow in the scope of service and include base gravel instead of 2" grave gravel; changes as recommended by a member of the road committee. **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
Discussion: Did receive documentation today from Mr. Perkins. Mr. Perkins spoke regarding a few changes. Took a look at the town standards and the way the RFP was written there was finished gravel over the culvert. You shouldn't have to use 13" of finished gravel, suggesting 9" of base gravel and then 4" on top. 18" culvert size for roads but can use at 15" and providing more protection of the culvert. Installing for the little bit of run off. Recommendations copy of road standards in packet. Town Manager to look into the fact a member of the road committee is also in the construction business and if there is a

conflict of interest. Easement gone to attorney and received back and needs to be signed. Submit to Mr. & Mrs. Reay for agreement. Start to solicit bids.

#10 Transfer Station Bin Covers

- Mr. Dunham has not been able to get any recommendations yet. Mr. Curtis is going to assist him in the research. Tabled.

#11 Amendment Petition

- Put a copy of the petition to be placed on the November 3, 2015 secret ballot and email response from MMA in the packet so everyone knows why it was not put on the ballot. Mrs. Sammons was not just going to throw their ordinance out without some discussion. Mr. Bourgoine spoke on how to bring sides together and make it work for every one of the town. Mr. Curtis asked our moderator on how we get together with groups and how to fix the communication between one another. Mr. Parent spoke on behalf of the 165 town people upset that they were just swept aside; feel residence should have been given the opportunity to vote on this amendment. Feels would have strengthened the secret ballot process and kept in for future years.

New Business:

#12 Public Communications placement on agenda

- **Motion** by Mr. Bourgoine to move Public Communications before Unfinished Business, **second** by Mrs. Sammons. **Vote** 4 to 1, opposed by Mr. Curtis.

Discussion: Mr. Curtis would like to keep it the traditional way. Stick to one way and continue with that format. Town members spoke regarding their views. Seven town members by show of hands voted to move the agenda item as motioned.

#13 Trails – Trust Fund

- **Motion** made by Mr. Dunham to direct the Town Manager to see through establishment of non-lapsing trust fund for trails committee as stated in article 2 held at special town meeting on March 1, 2010, **second** by Mr. Curtis and then withdrew. **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.

Discussion: Mr. Keilty asked for guidance when money is received and what to be done with it. No trust funds at this time but would like to establish one. Need to have starter funds to get it started. Money donated by Dana Therrien needs to be spent by the end of the year and not to go into trust fund that will be established.

#14 Cemetery/Grounds Maintenance Tractor

- Mr. Dyer asked regarding number of quotes. Suggested we table to next meeting. Agreed. Waiting on one more quote from a different vendor.

#15 Other

- Mr. Bourgoine letting the town aware of upcoming co-meeting with Town of Wayne Select Board, at the Wayne Elementary school at 6:30 pm on Tuesday, October 6, 2015 in the school gym.
- Mr. Dyer to thank Teresa and all the staff for the smooth transition of him coming into his new position.

Public Communications:

#16 Members of the public may address the Select Board on any topic

- Milton Wright stated on June 15, 2015 he reported to the Select Board of access trail and destruction where an ATV went down and caused a lot of damage. 91 acres of Town of Readfield property. The person who is responsible has been fined \$100.00.
- Milton Wright sent a letter to the Chair of Select Board on September 25, 2015 and has not received any kind of response. Would like to know when he will receive a response. Ms. Pomerleau will respond, most questions have been answered and in the process of getting the rest of the answers.
- Mr. Reay believed the Select Board and Cemetery Committee got email regarding his concerns and fence. Voted on a living fence back a couple years ago. Voted to be living fence and not just some flower beds and trees. Thought it was going to be more. Thinks if getting donated money and advertising living fence then it should be what a living fence is considered by definition.

Motion made by Mrs. Sammons to adjourn meeting at 9:00 pm, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary