

**Readfield Select Board
Regular Meeting Minutes - October 19, 2015**

Select Board Members Present: Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine, and Allen Curtis

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Mike Nolette, Grace Keene, Nancy L. Buker, David E. Buker, T. Bunny Parks, Al Parks Sr., Roland K. Cote, Lawrence Perkins, Ann Keilty, Gary Keilty, Greg Durgin, Pamela Osborn, Lenny Reay, Jerry Spillman, John Moran, Jerry Bley, Becky Walsh, J. Andrew Walsh, Debora A. Doten, John Parent, Fran Zambella, Milton Wright, Kathryn Mills Woodsum, Karen Peterson

Public Hearing - Warrant for November 3, 2015 Secret Ballot Special Town Meeting

Ms. Pomerleau called the Public Hearing to order at 6:05 pm.

- Mr. Mank; Readfield Fire Chief, discussed why we need a new fire truck, replacing the 1976 pumper that we currently have. Basic wear and tear, small, steel tank and only has lap belts. New one will have air bags for more safety; foam hoses to help with better water pressure, 1500 gallons of water compared to 1000 on old one, updated features compared to 30 year old fire truck. 370 days out minimum to get. 2016 will be lower cost as 2017 emissions are changing and will add cost to the purchase price.
- Mr. Bourgoine thanked Lee for all the work he did, both Select Board and Budget Committee say yes to support the new fire truck and hope the citizens of the town do as well, makes sense to move forward.
- Mr. Dyer, reminder that the secret ballot is on November 3, 2015 so mark your calendars. Absentee ballots are available now.

Public hearing closed at 6:13 pm.

Regular Meeting

Ms. Pomerleau called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

- **Minutes:** Select Board meeting minutes of September 21 & October 5, 2015
 - **Motion** made by Mr. Bourgoine, per discussion, to approve the minutes of the September 21, 2015 meeting as amended, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
 - **Motion** made by Mr. Bourgoine, as amended by review at this board meeting to approve the minutes of the October 5, 2015 meeting, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **Warrant: #17 & #18**
 - **Motion** made by Mrs. Sammons to accept Warrants #17 & #18 in the amount of \$44,554.88, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.
 - Discussion:** There is a difference in the demo prices, possibly due to the rainy weather we have had and making things heavier when wet.

Communications

- **Select Board Communications**
 - Ms. Pomerleau attended the Library meeting. Planning on having the Annual Tree Lighting on Friday, December 4, 2015 with a rain date of Sunday, December 6, 2015. Would like to do the same things as last year and walk down the sidewalk to the town office after the tree lighting and have cookies with Santa.

- Mr. Curtis mentioned that there has been two mediation meetings held last week regarding the union and that there is one last item to resolve. The next meeting is scheduled for Monday, October 28, 2015 at 4:30 and then hopefully able to move forward with the union contract.
- Mr. Bourgoine thanked all that came out to the meet and greet of the town manager on Saturday, October 17 and all those that made food and/or helped out with the event.
- Mr. Bourgoine addressed his prior concerns regarding issues surrounding the secret ballot process and empowering citizens in the budget process. He hoped that the board retreat would address this matter and expressed confidence that it would.
- Mr. Dunham notified everyone that there is a meeting of the Adhoc Committee to review the appointment policy for boards and committees. The meeting is scheduled for Wednesday, October 21, 2015 starting at 5:00 at the town office.
- Ms. Pomerleau mentioned that a couple of residences have offered to donate a turkey for Election Day and she is willing to do a crock pot meal if election committee would welcome that.
- Received a thank you letter from Sexual Assault Crisis & Support Center for the support of \$910.00 from the Town of Readfield.
- Eric Dyer went over the signing of the Municipal Officers Notice of the Public Hearing on Secret Ballot Referendum to be held on Tuesday, November 3, 2015.

- **Town Manager**

- Thank you to the community for the warm welcome and tremendous amount of help and support received so far.
- Eric went over some activities he has done over the past two weeks as new town manager:
 - Meeting with staff and residence
 - Attended a goal setting retreat with the select board,
 - Attended the two mediation sessions for the union contract
 - Attended two days of training and conference for MMA
 - Working with the town FOAA officer and FOAA process and changes
 - Working with outgoing maintenance staff
 - Working with the Finance Officer to establish trust fund for trails
 - Addressing conflict of interest questions with the counsel
 - Beginning to work with various committees
 - Addressing facility issues

- **Boards, Committees, Commissions & Departments**

- **Conservation Commission - Update on Old Mill Stream Dam**
 - Jerry Bley, member of Readfield Conservation Commission, went over how the Conservation Commission, Readfield Trails Committee and other interested citizens have been developing ideas and plans for making the Old Mills Stream Dam area more accessible to the public. The overall concept is to create a number of trails on the properties along with several sitting areas with benches and views of the dam, stream and old mill pond. There are no plans to repair the dam breach and restore the pond. The group has developed five potential components of the Mill Stream Dam Project. These activities to take place over fall and winter with development work to start in the spring. They are asking the Select Board for guidance and permission to move forward.
 - Board suggested notifying any other landowners in the vicinity. Have done a wonderful job and awesome that they are all going to be fundraising initiatives for the project. Asked if there was any ongoing maintenance for the town once completed, Jerry believes there will be some as with other areas but conservation committee would handle it. Don't

need the Select Boards permission for the fundraising activities but please notify so the board can attend.

- Mr. Reay asked if they plan to put this project on the ballot due to changing the use of the land/property. Dam is owned by the town, most of the other property is owned by one of the land owners.
- Thank you to Tim Sniffen for taking the two sets of minutes from the Conservation Commission meetings.
- **Motion** made by Mr. Bourgoine to move forward with this project with the direction of the town manager to work with both the Conservation Commission and Trails Committee to establish a clearer time line and what steps the Select Board should take to assist preceding with the project, **second** by Mr. Dunham. **Discussion:** No further discussion. **Vote** 5-0 in favor.

Appointments/Reappointments:

- **16-001 - Appointment – Road Committee.** – David Linton, Roland Cote
 - Received two appointment applications for Road Committee, one resubmitted by David Linton and one by Roland Cote. Robin Lint, Town Clerk, did research and the findings were that the Road Committee originally was a 5 member committee; some confusion pertained to overlapping. General consensus concluded that it was originally 5 members with 1 alternate. In the future looking at adding additional members. Mr. Linton's previous application as alternative being used for the full time position.
 - **Motion** made by Mr. Bourgoine to move David Linton's appointment as a member of the Road Committee and Roland Cote appointed as an alternate for the Road Committee and discuss moving from 5 member to 7 member committee at the next board meeting, **second** by Mr. Curtis **Discussion:** The Road Committee voted anonymously at their last meeting to move from 5 members to 7. One member will be moving so move Mr. Cote to the open position. Both terms are for 1 year and ending on June 30, 2016. **Vote** 5 to 0 in favor.
- **16-002 - Appointment – Trails Committee** – Becky Walsh
 - One application received by Becky Walsh
 - **Motion** made by Mrs. Sammons to accept Becky Walsh's appointment on the Trails Committee for the term ending on June 30, 2018, **second** by Mr. Bourgoine. **Discussion:** None. **Vote** 5-0 in favor.
- **16-003 - Appointment – School Committee** – Betty Morrell
 - One application received by Betty Morrell. Former background makes for great candidate.
 - **Motion** made by Mr. Bourgoine to appoint Betty Morrell to the RSU 38 School Committee, filing the term that will expire June 30, 2016, **second** by Mr. Curtis, **Discussion:** Will expire on June 30, 2016. **Vote** 5-0 in favor.

Public Communications:

- **Members of the public may address the Select Board on any topic**
 - Mr. Curtis explained that this part of the meeting is so the public can direct questions and concerns to the Select Board. The time limit to 3 minutes unless the Select Board agrees for further more time. A discussion among the Select Board weather or not they are able to speak on upcoming agenda items. Some feel that they should be able to speak on anything they want even if an item on the agenda.

- Kathryn Woodsum spoke that it was a good idea to keep the time limit for the public communications to 3 minutes. Having a time keeper is critical.
- Mr. Reay addressed that all the Select Board received an email from himself regarding the living fence. Ms. Pomerleau suggested that if anyone has any issues or concerns then to bring it to the attention of the Cemetery Committee. They will continue to add to the living fence area.
- Greg Durgin let the Select Board know that he liked the setup of the meeting, comes across pretty well. Thinks the living fence is very nice. Also glad that the Adhoc Committee is finally going to forward and good luck.
- Fran Zambella addressed his concern regarding the East Readfield Cemetery location. He never knew it was a cemetery, thinks Cemetery Committee needs to look at the landscaping, doesn't look like the type of landscaping for a cemetery. Fran asked if the crosswalks in town were going to be repainted. Mr. Dyer responded that the intent is to look at them in the spring. Expressed his concern regarding the terminology Secret Ballot, the terminology is not appropriate, there is nothing secret about the town/public going to vote. Should be changed to written ballot as secret tends to lead public to think that the select board has something the town doesn't want them to know about.
- Gary Keilty would like to compliment whoever was the facilitator that took notes at the retreat. Excellent job. One thing that jumped out to him, the Graying of Readfield, not sure what they are referring to. Are there any organizations that would want to help the seniors stay in their homes?
- Karen spoke to clarify about the living fence. This is a process that started a couple years ago when Audrey Luce passed away. Audrey's vision was lilacs instead of cast iron fence, something much prettier to look at. Any one that has questions or concerns please let the Cemetery Committee know.

Unfinished Business:

- **16-005 - Award Bid for Luce Road Culvert & Gravel Work**
 - Received 2 bids. John Cushing/Cushing Construction in the amount of \$4,300.00 and McGee Construction in the amount of \$9,850.00. Follow up on why a big price difference.
 - **Motion** made by Mrs. Sammons to accept John Cushing/Cushing Construction quote of \$4,300.00 to complete the Luce Road Culvert Project, **second** by Mr. Curtis. **Discussion:** This isn't the complete cost as town is to provide culvert and gravel. Will remain a 15" culvert as previously discussed. **Vote** 4-1, opposed by Mr. Dunham.
- **16-006 - Selection of New Cemetery Mower**
 - Karen Peterson, Readfield ACO/Sexton, did get the 3 bid recommendations. All for John Deere, did try to get a quote for a Walker like the one that the town currently has. Karen recommends that although the lowest price is from Greenway, Hammond is a better choice for cost effectiveness due to location when comes time for repairs. Also recommends going with John Deere as opposed to Walker. Addressed by Mr. Dunham since it is over the \$5,000 purchasing policy should a RFP done and 3 bids open to the public. Roland Cote asked if there were bids or advertised. M
 - **Motion** made by Mr. Bourgoine that we accept, with Karen's recommendation, and approve this purchase on the Hammond Tractor. Side note: As a board have a purchasing policy discussion. **Second** by Mrs. Sammons. **Discussion:** Mr. Curtis will not vote to break the purchasing policy. Mr. Curtis feels that there is all winter to discuss and go with the purchasing policy regulations. Kathryn Woodsum mentioned that if we are going ahead with fire truck then go ahead with lawn mower. Karen said this was a state wide request and she was told to get the bids to proceed with the purchase. Mr. Dyer to add purchasing policy workshop to next agenda. Mr. Dunham thinks

management and staff needs to go by this policy. **Vote** 3 to 2, Mr. Curtis and Mr. Dunham opposed.

- **16-007 - Transfer Station Bin Covers**

- Mr. Dunham did contact Huber Industries as they have purchased the one we are looking at. Talked to person in engineering, even though it is a recent purchase, they like it a lot and a great investment, its used often. Spoke highly of TD Industries. Need to get the extension kit for it. Put all information and cost together for next packet. Will be done without a RFP since under \$5000. Only buying one cover. Mr. Bourgoine invited Mr. Dunham to make a motion.
- **Motion** made by Mr. Dunham to authorize Town Manager to purchase a Stand Alone Storm Top Cover for demo container at the transfer station, with the price he has from TB Industries of the Stand Alone Option Storm Top Roll Off Cover \$3,640, will need an extension kit for additional \$250 and shipping cost, total not to exceed \$4,999. **Second** by Mr. Bourgoine. **Discussion**; Wayne will be paying for half and already has been approved. **Vote** 5-0 in favor.

Motion made by Mrs. Sammons to table Solid Waste Com. Charter, Interlocal Agreement and Recycling & Solid Waste Agreement, **second** by Mr. Dunham. **Discussion**: Kathryn Woodsum mentioned that the next Solid Waste/Recycling Committee meeting is on November 4, 2015 so please deal with the solid waste charter and recycling agreement at next Select Board meeting so they can proceed. **Vote** 5-0 in favor.

- **16-008 - Approval of Amended Solid Waste Committee Charter**

- Kathryn Woodsum asked if both pages of charter are being revised as only one page in the packet. **Tabled to next meeting**

- **16-009 - Confirm Interlocal Agreement signed 1-28-13**

- States a lot about shared regional committee, who is that committee? Town manager and one select board member. **Tabled to next meeting**

- **16-010 - Confirm Recycling and Solid Waste Facility Agreement signed 7-22-11**

- **Tabled to next meeting**

- **16-011 - Discussion of a Process for Obtaining and Distributing Legal Advice**

- Mr. Bourgoine has concerns on petition being given about 5 minutes before meeting.
- **Motion** made by Mr. Bourgoine that it is the sense of this board that the chair and any other member designated or otherwise seeking legal advice from an attorney retained by the town or from legal services provided by organizations of which the town is a member is to be in good faith immediately shared upon receipt of the legal advice with all board members consistent with select board communication guidelines. **Second** by Mrs. Sammons. **Discussion**: Direct any items to Eric to distribute. If it is confidential, legal information suggested that the subject be labeled confidential and saved to a special folder. Clear to public that if we receive information from lawyers that is confidential and can't be shared. **Vote** 5 to 0 in favor
- **Second motion** made by Mr. Bourgoine to amend the roles and responsibilities of the Readfield Select Board to add the following language, under a part C. Would read as follows: That any other legal matters involving town business with good faith exception that the chair determines he or she must act upon in a time sensitive, emergency situation without consequences. **Second** by Mrs. Sammons. **Discussion**: Select board agrees with change but would like to see in document before approval. **Mr. Bourgoine withdrew his motion, Mrs. Sammons withdrew her second.**

- **16-012 - Discussion of a Process to Resolve the Secret Ballot Amendment Issue**
 - Did start at retreat and is in the discussion of retreat minutes. Want to have third party person involved, Eric to start working on this.

New Business:

- **16-013 - Discuss Revision of the Recall Ordinance**
 - Ms. Pomerleau has started to gather other recall ordinances from other towns. If going to put to public, now is the time to look over and make any changes. 10.3.2(b) has to be removed. Addressed to the public that the select board is not ignoring this and are working on it and plan to have on ballot in June. Mrs. Sammons offered to assist Ms. Pomerleau.
- **16-014 - Set a Process to Review and Update Solid Waste Fees**
 - **Tabled to next meeting**

Motion made by Mr. Curtis to extend meeting by 15 minutes, **second** by Mr. Bourgoine. Vote 4 to 1, Mr. Curtis opposed.

- **16-015 - Review a Job Description for the Full-Time Maintenance Position**
 - Concerns that job description and what Mark did doesn't match up. Eric would like to match as close to what he has been doing to the job description. Bring a draft to the board for review and approval at the next meeting.
 - **Motion** made by Mr. Bourgoine for Eric to complete a draft job description for a maintenance position, **second** by Mr. Dunham. **Discussion:** Maintenance jobs will be completed while this position is vacant, but may require additional costs. Log books in the vehicles. Eric will be pulling out the back up ACO. **Vote** 5 to 0 in favor.
- **16-016 - Review of the Board Retreat on October 9, 2015**
 - Notes will be available on the website for all those to review. Mr. Bourgoine asking public for some feedback and guidance for goals that have been set. All have time lines to keep in mind. Thank you to all those involved and who attended.
- **16-017 - Other**
 - Next select board meeting is on the Monday before Election Day. Eric received the okay to find a different location, consider the video streaming. Same date and time of Monday, November 2, 2015 at 6:30 pm. Location will be posted.

Future Agenda Items:

- **Transfer Station Parking Lot**
- **Review of Meeting Ground Rules**
- **FOAA Training & Policy Update**

Motion made by Mr. Bourgoine to adjourn the meeting at 9:13 pm, **second** by Mr. Dunham. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary