

**Readfield Select Board  
Regular Meeting Minutes – November 2, 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), Grace Keene, Deb Doten, Pam Osborn, Fran Zambella

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

**Regular Meeting**

- **16-018 - Minutes:** Select Board meeting minutes of October 19, 2015
  - **Motion** made by Mrs. Sammons to approve the minutes of the October 19, 2015 meeting as amended, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-019 - Warrant: #19 & #20**
  - **Motion** made by Mrs. Sammons to approve Warrant #19 & #20 in the amount of \$620,093.32, **second** by Mr. Curtis. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Curtis updated that mediation is done for the Union Contract and next step is the process on how to present to the public. Looking at doing a workshop. Next meeting will be for the board on how to move forward. Mr. Bourgoine mentioned that an executive session for the Union Contract will be scheduled to wrap up questions and concerns.
  - Mr. Curtis wanted to clarify to the public on why he voted no for the fire truck ballot. This was due to the purchasing policy not being waived. Ms. Pomerleau apologized for not following the purchase policy and a workshop is going to be set up on purchasing policy procedures.
  - Mrs. Sammons shared her findings regarding looking into recall ordinances in other towns. She has gone to several townships and got their ordinances. Suggests we should have a session and try to come up with ordinance ideas to present to the board with all input from all stakeholders..
  - Mr. Bourgoine reminded everyone to vote tomorrow, November 3, 2015.
  - Mr. Dunham mentioned that the Road committee changing from 5 members to 7 members needs to be discussed and figured out.
  - Mr. Dunham asked regarding the follow up on the quote for the Luce Road project, discrepancies in the 2 bids and possibly to clarify our RFP's. Mr. Dyer did call and McGee Construction said they were busy and just put a number in there.
  - Reminder to everyone that there is an Adhoc Meeting on Wednesday, November 4 at 5:00 pm at the Town Office concerning the Appointment Procedure Policy and the public is welcomed.
  - Mr. Dunham expressed his concern when we look at the content of the recall policy. A big amount of the legal budget used (10%) dealing with one person's threat. Also mentioned that instead of secret ballot, a better term may be private ballot.
  - Discussion on 2<sup>nd</sup> Notice & Legal Posting Occupancy Denied letter. Gary has legally followed through with required procedures.

**Motion** made by Mr. Bourgoine to move the 2<sup>nd</sup> Legal Notice & Legal Posting per the occupancy to deny letter by CEO/Gary Quintal , **Second** by Mr. Dunham. **Discussion:** Very dangerous situation especially with children in home. Not a safe place. **Vote** 5-0 in favor.

- **Town Manager**

- Pleased and proud that his family has become Readfield residents as of October 27 and want to thank everyone for their hospitality.
- Went over activities he has done in the past two weeks which include: Continue to meet & correspond with broad range of residents. Attended the last mediation for the Union Contract. Continue to work with the Town's FOAA Officer on the FOAA process and change to the law. Addressing conflict of interest questions with counsel. Beginning work with the budget committee and a review of the process and tools used. Addressing facilities issues. Meeting with Jerry Bley on site to review the proposal from the Trails and Conservation groups. Moving the Luce Road project forward with an award to John Cushing/Cushing Construction. Proceeding with the purchase of new mower. Proceeding with the purchase of a standalone roll-off cover. Reviewing and updating the Maintenance job description.
- Went over a list of Future Activities to include: Working on the Recall Ordinance & Secret Ballot (amendment) process. Active involvement with initiating budget process. Filling the maintenance position. Developing options for Town Plow Truck. Managing the growing list of deferred maintenance work, including plowing. Holding an all-staff meeting. Brush Grinding Bid (spring work). Striping Bid (spring work)
- Secret Ballot verses Written Ballot explanation provided by the Town Clerk.

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

- **Board of Assessors Minutes 10/26/15**
  - Mr. Curtis went over the Town of Readfield Assessor Meeting minutes from October 26, 2015
- **Cemetery Committee Minutes 9/14/15**
  - Thank you to Cemetery Committee for the minutes of their meeting on September 14, 2015. Discussion between liaison of Select Board and Cemetery committee. Put on future agenda regarding liaison between committees.
- **Rec Committee Minutes 08/27/15 & 09/23/15**
  - Thank you to the Rec Committee for the minutes of their meetings held on August 27, 2015 & September 23, 2015.

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

**Appointments/Reappointments/Resignations:**

- **16-020 – Resignation – Adhoc Appointments Committee – Gene Carbona**
  - **Motion** made by Mr. Dunham to regretfully accept Gene Carbona's resignation from the Adhoc Committee effected October 27, 2015, **Second** by Mrs. Sammons. **Discussion:** Another appointment position is going to have to be filled. Post open position ASAP. **Vote** 5-0 in favor.

- **16-021 - Appointment – Trails Committee – Romaine Turyn**
  - **Motion** made by Mr. Curtis that we accept the appointment of Romaine Turyn as a trails committee member effective as of tonight, Monday, November 2, 2015 until the term ending June 30, 2017, **Second** by Mr. Bourgoine. **Discussion:** How many members currently on the committee, there is possibly one more opening. **Vote** 5-0 in favor.
  - Next meeting discuss the Road Committee changing from 5 members to 7 members.

### **Unfinished Business:**

- **16-011 - 1<sup>st</sup> Reading of change to Roles & Responsibilities of the Readfield Select Board – Regarding legal contact**
  - Mr. Bourgoine spoke regarding the change to clarify some role and responsibilities of the select board by adding a letter C on Page 3, item 5.
  - **Motion** made by Mr. Bourgoine to approve within the first reading to add the language: “; *or (c) any other legal matter involving town business with a good faith exception that the Chair has determined s/he must immediately act in a time sensitive emergency situation without consultation.*”, **Second** by Mrs. Sammons. **Discussion:** Board agrees that it is a good addition to the policy and supports the proposal. Mr. Dunham doesn’t see as a 1<sup>st</sup> reading until included in the document. Give the public a chance to see the wording in content of document. **Vote** 4-1, Mr. Dunham opposed.
- **16-014 - Set a Process to Review and Update Solid Waste Fees**
  - **Motion** made by Ms. Pomerleau to have the Transfer Station Manager, Finance Officer and Transfer Station Assistant Manager work with the Solid Waste Committee with updating the solid waste fees, **Second** by Mr. Dunham. **Discussion:** Consult with someone who has experience with scales and can give their advice and getting an ROI started. Mr. Curtis to continue with this. **Vote** 5-0 in favor.
- **16-015 - Review a Job Description for the Full-Time Maintenance Position**
  - The job description is very much the same job description from 2012. Big change is the title of deputy road commissioner being applied to the work already being performed. Other changes were regarding the maintenance/janitorial to the buildings. As a reminder since it is in the process of being a Union job, unable to take hours away or contract out any items in description causing loss to the employees time. Need to stick to what the voters approved and look at supervisory piece.
  - **Motion** made by Mr. Bourgoine for the approval of job description, **Second** by Mrs. Sammons. **Discussion:** Mr. Curtis would like to hear back from the union before he will vote in favor of the job description. Board had lengthy discussion regarding the job description and being unionized and regarding the winter snow plowing and having the equipment to complete that part of the job along with scheduled hours/log book. Mr. Bourgoine putting forth his motion with all good faith to the union. **Vote** 3 to 2, Mr. Curtis & Mr. Dunham opposed.
- **16-022 – Decide a course of action to address the paving at the Transfer Station**
  - Wellman Paving coming back in spring to do 1 ½” final surface coat at no extra cost to the town. Address the existing drainage problems be taken care of by the town before the final coat of pavement in placed.
  - **Motion** made by Mr. Curtis to accept the recommendation of the Road Committee and ask Wellman Paving to replace the 1 ½ final surface in the spring, **Second** by Mrs. Sammons.

**Discussion:** Put something in writing stating that Wellman Paving will complete the final surface coat in the spring. Pay for what has been completed now and pay for the surface coat later.  
**Amendment motion** made by Mr. Dunham to make full payment for the discounted price and offer the rest of money when they come back in Spring to do the 1 ½, **Second** by Mr. Curtis.  
**Vote of amendment** 5-0 in favor, **Vote of original motion as amended** 5-0 in favor.

### New Business:

- **16-0023 – Review & Set Meeting Ground Rules**
  - Mainly regarding time limits and placement of public communications at the select board meetings. Mr. Dyer would like to summarize and bring in some points to the current list and put on a large poster board and have visible at meetings to look at and reference to at meetings.
  - Would like select board feedback and ideas before next meeting to start working on the new, updated list of ground rules.
- **16-024 - Accept Board Goals as Identified at the October 9<sup>th</sup> retreat**
  - Have been available to the public to review. Add Mr. Bourgoine to Goal #7 to assist Mr. Dyer.
  - **Motion** made by Mr. Bourgoine to accept the board goals as identified on the timetable chart as our goals for the year and as long year range goals. **Second** by Ms. Pomerleau. **Discussion:** Everyone was happy with the retreat and that all agreed with a lot of the items that were addressed. **Vote** 5-0 in favor.
- **16-025 - FOAA Process, Training & Policy Update**
  - Select Board had a lengthy conversation regarding the importance of FOAA but also how to not have to resort to an excessive amount of FOAA requests. Do the best we all can at fulfilling all FOAA requests but also keeping in mind the amount of time being put into them. Mr. Dyer and Town Clerk, Robin Lint to work on updating policy for a first draft.
- **16-026 - Set the date of a Board Workshop on the Purchasing Policy**
  - Goal is to have all working on the same basis and following the same guidelines when it comes to the purchasing policy. Talked about adding the roles and responsibilities as the select board to the workshop. Meeting scheduled for Purchasing Policy Workshop on Monday, November 16, with an Executive Sessions at 5:00 pm, and public workshop starting at 5:30 pm. Workshop for Roles & Responsibilities as the Select Board scheduled for Monday, November 30, at 5:30 pm.
- **16-027 - Discussion of Technology Plan (AV)**
  - Visited Bill at UMA and saw the equipment that he works with and got to see what kind of things are available. Work this into the other technology plan that is currently in process for the town.
- **16-028 - Consider removing the Readfield Citizens Unite & The Voice of the Voter disclaimer from the Town website**
  - Mr. Bourgoine is concerned that the current and similar disclaimers exacerbate divisions in Readfield that need to be healed in part through our collective leadership as a board.
  - **Motion** made by Mr. Bourgoine to remove from the Readfield Town website any disclaimers regarding citizen or citizen group activities. The intent of this motion is to remove the town officially from any appearance of bias and to help foster a more open and trustful atmosphere with citizens per our stated desire at our board retreat. **Second** by Mr. Dunham. **Discussion:** No further discussion. **Vote** 5-0 in favor

- **16-029 - Other**
  - None

**Future Agenda Items:**

- **16-008 - Approval of Amended Solid Waste Committee Charter**
- **16-010 - Confirm Recycling and Solid Waste Facility Agreement signed 7-22-2011**
- **16-011 - 2<sup>nd</sup> Reading of change to Roles & Responsibilities of the Readfield Select Board – regarding legal contact**
- **Trail proposal and its desirability at the former landfill**
- **Fiscal Year 2016 – 2017 (FY17) Budget Process**
- **FirstPark Update**

**Motion** made by Mr. Bourgoine to adjourn the meeting at 8:58 pm, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary*