

Readfield Select Board
Regular Meeting Minutes – December 14, 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), Kim Whitman, Catherine Bruce, Debora A. Doten, Elizabeth Silvis, and Victoria Townley.

Tax Abatement Appeal Hearing:

To have the Select Board hold a hearing to consider an appeal of a decision of the Board of Assessors.

Workshop:

To have the Select Board hold a workshop to discuss the Select Board's Roles & Responsibilities Policy.

Regular Meeting

Ms. Pomerleau called the meeting to order at 6:33 pm followed by The Pledge of Allegiance.

- **16-049 - Minutes:** Select Board meeting minutes of November 30, 2015
 - **Motion** made by Mr. Curtis to approve the minutes of the November 30, 2015 meeting as amended, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-050 - Warrant: #25 & #26**
 - **Motion** made by Mrs. Sammons to approve Warrant #25 & #26 in the amount of \$39,736.99, **second** by Mr. Bourgoine. **Discussion:** Questions on mileage for animal control and maintenance, clarified dated back to July 2015. Question on Ecomaine, clarified for transfer station tipping. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons on December 5 noticed a community breakfast sign at the high school. Wondering if there are ways to help spread the word and advertise so more people are aware of events like this. Mr. Dyer will reach out to Donna, Superintendent of Maranacook Schools.
 - Mr. Curtis report that the union members will vote on the contract the 16th of this month and should have some feedback shortly after that. Select Board has already voted.
 - There have been two meetings at the Transfer Station with vendors. Next step is to present a plan to the Budget Committee on February 2, 2016 when Transfer Station is up for review. Scales are the way the town should be going because of the changes in recycling laws and way companies are collecting items. Get ROI done, run it past Mr. Dyer and Mr. Dunham and get to the Select Board.
 - The bin cover has been delivered to the Transfer Station and Mr. Dunham has offered to help install it along with Glen Hawes.
 - Mr. Bourgoine spoke on behalf of a resident who had asked the Board please try to speak into the microphone for viewers at home are able to hear clearer.
 - Mr. Bourgoine had a good meeting with Ms. Pomerleau and Mr. Dyer with Pam Plumb to take a look at the Secret Ballot. Good development going on and how they might proceed.

- Mr. Bourgoine went to Senior Café at MCMS. Very good meeting; got some good input. Romaine Turyn attended as well and took some notes and they are moving forward with this process.
- Mr. Dunham asked if someone from the town will be representing the town at the Kennebec County Spirit of America Awards event on Wednesday, December 16, 2015 at 6:00 PM, at the old Kennebec court house. Readfield is getting an award for participating. Agreed that Mr. Dunham will be the representative.
- Mr. Dunham received a call from a committee member asking how to handle emails within that committee. Suggested that he is able to email the whole committee just advise not to do business through emails.
- Mr. Dunham, in reference to the cost of Tom Dunham. Clarify regarding dates of when employees decided to unionize and when he took office as a Select Board member.
- **Town Manager**
 - Mr. Dyer reviewed his Town Manager Report, dated 12-14-2015, with activities that have occurred over the past two weeks.
 - Mr. Dunham asked Mr. Dyer to define working hours for the maintenance position. Mr. Dyer responded, Monday thru Friday and weekends as needed with working hours within town office hours as required.
- **Boards, Committees, Commissions & Departments**
 - **Cobbossee Watershed District Minutes – August 11, 2015**
 - Thank you for minutes of August 11, 2015 meeting and financial report.
 - **Cemetery Committee Minutes – November 16, 2015**
 - Thank you for minutes of November 16, 2015 meeting.
 - Discussion regarding notes under Veterans Day to clarify the laws and trust fund along with the state law and ringing of a bell on Veterans Day and discussion regarding T posts and snow plowing.
 - **Ad Hoc Appointments Committee Minutes – November 18, 2015**
 - Thank you for minutes of November 18, 2015 meeting.
 - **Trails Committee Minutes – September 22, 2015 and October 27, 2015**
 - Thank you for minutes of September 22, 2015 and October 27, 2015 meetings.
- **Public Communications** - Members of the public may address the Select Board on any topic
 - None

Unfinished Business:

- **16-044 – 2nd Reading of amended Purchasing Policy**
 - **Motion** made by Mr. Bourgoine to adopt the 2nd Reading of amended Purchasing Policy, with in the future having a clean copy, **second** by Mrs. Sammons. **Discussion:** Section A; Paragraph 3 - \$4,999 is a lot of money to spend without a formal process. Did take the amount in consideration with research of surrounding communities. This amount is to spend money that has been approved in a budget. Select board discussed the purchasing policy amount and if too high of an amount. Mr. Dunham **amended motion** to original motion made by Mr. Bourgoine to add on to Section A, Paragraph 5, to add with Select Board approval, **second** by Mr. Curtis. **Discussion:**

Discussion regarding that it is okay to add to the paragraph and location. **Vote on amended motion: 5-0 in favor. Discussion:** Section C, Past due taxes, feels as though singling people out. Want to see everyone treated equally and feels as though a burden on the potential bidder. Mr. Dunham feels Section C should be removed, doesn't benefit anyone. Mr. Bourgoine feels levels the playing field. **Vote on original motion as amended: 4-1, Mr. Dunham opposed.**

- **16-051 – Consider revisions to the Appointments Committee directives**
 - Mr. Dunham spoke regarding that this is to clarify the ad hoc committee directives for the committee. Review of goals and policies.
 - **Motion** made by Mr. Curtis to accept the draft dated 4/1/15, submitted by Mr. Dunham, as ad hoc directives, **second** by Mr. Dunham. **Discussion:** This is regarding ethics and directives for the committee and will come to Select Board when done to get professional recommendations. **Vote** 4 – 1, Mr. Bourgoine opposed. (*See other section for revote on motion*)

New Business:

- **16-052 – Consider any action related to the appeal of a decision of the Board of Assessors**
 - Motion made by Ms. Pomerleau for the Town Manager, Mr. Dyer, to write letter to take appeal up with county commissioners. **Second** by Mr. Dunham. **Discussion:** None. **Vote** 5-0 in favor.
- **16-053 – Consider any action related to the Notice of Violation for 1149 Main Street**
 - This is an ongoing process and Gary Quintal; CEO has been handling very well. Occupancy Violation Notice and Notice of Decision reviewed by Mr. Dyer. Won't accept change of use until conditions and occupancy violations are fixed. Notice has been sent out that no one should be living at the facility at this time until changes are made. Catherine Bruce went over documents she has to support living quarters upstairs with café downstairs and to fix the water issue and to be completed by December 31, 2015. Also went over documentation she has to support her rental procedures and timeline and that she has fixed or is in the process of fixing all violations. Select board keeping in mind that safety of the tenants is the first thing to keep in mind. CEO and Planning Board looking for Select Board input on tenants living in building while corrections are being completed.
 - **Motion** made by Mr. Dunham to wave policy to accept documentation at meeting, **Second** by Mrs. Sammons. **Vote** 4 – 1, opposed by Mr. Curtis.
 - **Motion** made by Ms. Pomerleau to have town manager have CEO work on consent agreement while allowing the residents to stay in their home, **second** by Mr. Bourgoine. **Discussion:** Nearby residence voiced her concern regarding the living situations. Readfield resident spoke regarding all the hard work Catherine Bruce has done to get everything fixed and suitable living conditions for the current residents at this property. **Motion withdrawn by Mrs. Pomerleau and second motion withdrawn by Mr. Bourgoine.**
 - **Motion** made by Mr. Bourgoine to direct town manager to work out a consent agreement with the building owner, **second** by Mrs. Sammons. **Discussion:** Mr. Bourgoine making this motion with the understanding that we will not evict anyone while corrections are being done and corrected in timely manner. **Vote** 5 -0 in favor.
- **16-054 – Consider goals for the budget process and the structure of the Warrant**
 - Goals for Budget and Warrant structure. Discussion among select board regarding the budget process and structure of warrant and goals on how to run efficiently as possible. Make sure that goals are reviewed from employee retreat and how they relate to the budget process. Holding line on expenditures and not cutting services available to the public. Would like to see a clear and

accurate presentation of the budget and take in to account different land use fees. Worked really hard on budget last year, municipal budget, and that keep cutting, cutting and cutting and the school part is so large. Feelings that budget meetings should be publicized to keep town residence informed via Channel 7, website and messenger. Charitable contributions, look at if they have been used in the community and if benefits the community. Maybe have a cap on what amount is donated. Discussion on how the grouping of items compared to audit accounts and having consistency.

Motion made by Mr. Bourgoine to extend the meeting for 5 minutes, **second** by Mr. Dunham. **Vote** 4-1, Mr. Curtis opposed

- **16-055 - Other**

- Mr. Bourgoine would like to have his vote changed to yes on item number 16-051.
- **Motion** made by Mr. Curtis to reconsider 16-051, accept appointment committee recommendation for directives for the ad hoc committee as written 4/1/2015, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **Motion** made by Mr. Curtis to accept the version dated 4/1/15 as ad hoc directives, **second** by Mr. Dunham. **Discussion:** None. **Vote** 5-0 in favor

Motion made by Mrs. Sammons to adjourn the meeting at 9:05 pm, **second** by Mr. Dunham. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary