

Readfield Select Board
Regular Meeting Minutes – December 28, 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), Steve Vose, Catherine Bruce, Deb Doten

Ms. Pomerleau called the meeting to order at 6:34 pm followed by The Pledge of Allegiance.

Regular Meeting

- **16-056 - Minutes:** Select Board meeting minutes of December 14, 2015
 - **Motion** made by Mrs. Sammons to approve the minutes of the December 14, 2015 meeting as amended, **second** by Mr. Curtis. **Vote** 5 to 0 in favor.
- **16-057 - Warrant: #27 & #28**
 - **Motion** made by Mr. Bourgoine to approve Warrant #27 & #28 in the amount of \$52,857.96, **second** by Mr. Dunham. **Discussion:** Since signing of both parties of the contract that IPP is no longer towns responsibility and if the employees wished to keep it then they would pay for it themselves. Mr. Dyer to look into this. Discussion on demo tipping and how things are coming along and the cost structure. Winthrop dispatching, payments are made twice a year. **Vote** 5 to 0 in favor.

Motion made by Mr. Bourgoine to move items 16-059 and 16-066 up on the agenda, no **second**.
Vote 5 to 0 in favor.

- **16-059 – Presentation by Steve Vose of Maranacook Adult Education**
 - Steve Vose, Maranacook Adult Education Director talked about the GED program, College Transition Program, Job Training Programs and classes offered through the adult education program and the importance for the students and impact on the community. They recently took over the Senior Café offered at Maranacook Middle School. Steve Vose asked the Select Board if they thought of other areas that the Adult Education Program could offer or consider.
- **16-066 – Consider a Consent Agreement for 1149 Main Street**
 - Review by Mr. Dyer of the Administrative Consent Agreement between the Town of Readfield and Property Owner. Copy of consent agreement given to Catherine Bruce for review. Discussion on Item 1 under Now Therefore: the penalty of \$100.00 a day and the blank space with no price of the amount that would be waived. Keep in consideration the amount of time Gary Quintal, CEO has put into this. Catherine Bruce went over the time frame for the new window placement. Decision by the Select Board to assess no fines or penalties due to delaying of the consent agreement until the CEO is present for the discussion and would like to see \$0 for penalty fees. Catherine Bruce to get a ballpark estimate date from Androscoggin Builders of when the windows would be completed and to meet with Mr. Dyer and Mr. Quintal and agree on a workable consent agreement.

Communications

- **Select Board Communications**
 - Mr. Bourgoine received an email from a residence regarding Sam Tibbetts, the town financial advisor. Advise Mr. Dyer to schedule a date for him to come and speak at a Select Board meeting.
 - Mr. Curtis spoke regarding the trails trust fund and that there is an opportunity that if anyone wants to donate there is an account to do so.
 - Mr. Dunham will not be available to attend the next Select Board agenda meeting with Mr. Dyer and Ms. Pomerleau on January 4, 2016.
- **Town Manager**
 - Mr. Dyer went over his town manager report dated December 28, 2015.
- **Boards, Committees, Commissions & Departments**
 - **Cemetery Committee Minutes – November 16, 2015**
 - Minutes not yet approved, this was an error.
- **Public Communications** - Members of the public may address the Select Board on any topic
 - None

Appointments / Reappointments & Resignations:

- **16-058 – Accept the resignation of Aaron McClure from the Recreation Board**
 - **Motion** made by Mr. Bourgoine to regretfully accept Mr. McClure's resignation, **second** by Mr. Curtis. **Discussion:** Thank you to Mr. McClure for his time on the recreation board. **Vote** 5 to 0 in favor.

New Business:

- **16-060 – 1st reading of the revised Board Roles & Responsibilities Policy**
 - On page 4 under Access to Information, change requests for information that would require an undue amount of staff time (in excess of ¼ hour to 1 hour).
 - **Motion** made by Mr. Bourgoine to accept the first reading of the roles and responsibilities policy of the Select Board as amended, **second** by Mrs. Sammons. **Vote** 5 to 0 in favor.
- **16-061 – Set a date and time for the Annual Chairs Meeting**
 - Meeting set for Monday, January 4, 2016 starting at 5:30 pm, public meeting with the chairs to be held at the Town Office. Mr. Dunham will not be able to attend. Refreshments will be available. Mr. Dyer to post on town website.
- **16-062 – Discussion of Secret Ballot Review Process**
 - Discussion among the Select Board regarding the proposal for process and facilitation services for The Readfield Community Process to build a community consensus on town meetings prepared by Pamela Plumb & Associates. Also, if necessary to go forward with having a facilitator, if it is in the budget to go ahead with this process and the high importance of having a facilitator, along with the time length of 18 months. Mr. Dyer to talk with Pamela Plumb regarding the pricing and to look into appropriate funds to use, along with the time frame.

- **16-063 – Consideration of proposed Town Office hours**

- Mr. Dyer went over his proposal for change of town office window hours. Reduce from 38 hours to 34 hours with earlier morning hours before 8:30 am one day.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **Motion** made by Mr. Bourgoine to accept the change of schedule to 34 hours a week, subject to a three month review, **second** by Mrs. Sammons. **Discussion:** Suggestion on closing the town office one day and having window hours open for 30 hours a week to use for training purposes and other needs while keeping in mind front desk window hours, the current union contract and if the money is in the budget to cover change of hours. Ample notice to the public with the changes of hours. Put out to the public for suggestions on hours for 34 and for 30 a week. **Vote** 2 to 3; opposed by Mr. Dunham, Ms., Pomerleau and Mr. Curtis.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **16-064 – Approval of abatements**

- Review and discussion of certificate of abatements, notice of judgment and court alternative dispute resolution service/report of completed mediation session. The total amount of the abatements is \$5,469.24.

Motion made by Ms. Pomerleau to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor

- **Motion** made by Mr. Curtis that we move to abate, according to the legal agreement that was presented to the Select Board, in the amount of \$3,547.06 for 2014 fiscal year and \$1,922.18 for the 2013 fiscal year, **second** by Ms. Pomerleau. **Vote** 4 to 1, Mr. Dunham opposed.

- **16-065 – Consider forming an Age Friendly Community Adhoc Committee**

- **Motion** made by Mr. Bourgoine that the Readfield Select Board shall appoint an Adhoc committee for exploring age friendly opportunities for our community consisting of up to five individuals for one year. The committee is charged with creating an inventory of possible desirable resources and services, identifying best methods to communicate the preceding to older citizens in our community, recommending future courses of action they deem desirable, and pursuing in conjunction with the town manager any grant offerings that may be available for assessment and/or implementation of age friendly resources upon approval of the Select Board. **Second** by Mrs. Sammons. **Discussion:** There are a couple individuals in mind to be on the committee and hopes to have a couple senior citizens as well. **Vote** 5 to 0 in favor.

- **16-067 - Other**

- None

Motion made by Mr. Bourgoine to adjourn the meeting at 9:40 pm, **second** by Mrs. Sammons. **Vote** 5 to 0 in favor.

Minutes recorded by Kristin Parks, Board Secretary