

Readfield Select Board
Regular Meeting Minutes – February 9, 2016
(Rescheduled from February 8, 2016 due to weather)

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), Bruce Chandler Jr. (Maintenance), Gary Quintal (CEO), Craig Pollis, Lenny Reay, William Scott, Lorraine Wagner, Milton Wright, Sandra Rourke, John Moran, Marion Dunham

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

Regular Meeting

- **16-087 - Minutes:** Select Board meeting minutes of January 25, 2016
 - **Motion** made by Mrs. Sammons to approve the minutes of the January 25, 2016 meeting as amended, **second** by Mr. Curtis. **Vote** 5-0 in favor.
- **16-088 - Warrant: #33 & #34**
 - **Motion** made by Mr. Bourgoine to approve Warrant #33 & #34 in the amount of \$358,953.37, **second** by Mr. Dunham. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons noticed when looking over trails committee minutes that were submitted that they have logged over 600 man hours. Suggested that it would be nice if all committees could keep track of donated hours.
 - Mrs. Sammons suggested that the packets for the Selectboard try to be out by Thursday evening, Friday the latest for review.
 - Mr. Dunham asked when we should be receiving the report from the Department of Labor inspection. Mr. Dyer responded that it should be this week and he will forward it to the Selectboard.
 - Mr. Dunham asked regarding the minutes of the trails committee, page 2 beginning of last paragraph. If money is donated for a specific purpose should it stay within that fund and not go into the general fund. Mentioned that it has to be used by June 30, 2016 as it was donated before the trails trust fund was created. Mr. Dyer to look into this to see if it can be moved to trails trust fund instead of general fund.
- **Town Manager**
 - Mr. Dyer went over his Town Manager Report dated February 9, 2016.
- **Boards, Committees, Commissions & Departments**
 - Thank you to all for submitting their committee minutes of their meetings.
 - **Trails Committee Minutes of November 24, 2015 & Annual Report**
 - **Ballfield Minutes of December 15, 2015**
 - **Road Committee Minutes of December 16, 2016**
 - **Readfield Adhoc Appointments Committee Minutes of January 13, 2016**

- Mr. Dunham mentioned that there has been a draft document that's been circulated that's out for review and input. Just want everyone to understand it's a draft and hasn't been submitted to the Selectboard yet. Would like to have posted on website with clarification that it is a draft document and looking for feedback. Mr. Dyer to post to website.
- **Public Communications - *Members of the public may address the Select Board on any topic***
 - Lorraine Wagner spoke that she was not in favor of purchasing a new town vehicle and questioned the maintenance on our current working vehicle. Asked if there were records of maintenance on current truck and if these are available. Mr. Chandler has been working on quotes and done some basic maintenance to the truck.
 - Milton Wright went on Readfield website, and mentioned the agenda was there but no packet available to view on the website. Would be nice to have available prior to the meeting for those who want to review it.
 - Lenny Reay spoke regarding the truck, addressed question directly to Mr. Dunham if he was in favor of purchasing a new truck.

Appointments / Reappointments & Resignations:

- **16-089 – Appoint John Moran to the Age Friendly Community Adhoc Committee**
 - John Moran spoke regarding why he would like to be on the Age Friendly Community Adhoc Committee, his experience of volunteering for the town and what we have available in the town for the aging. He has many ideas to bring to the committee.
 - Now have a quorum on the Age Friendly Community Adhoc Committee, still looking for more members but would like to get first meeting started, Mr. Bourgoine would like to attend the initial meeting and get things going.
 - **Motion** made by Mr. Dunham to appoint John Moran to the Age Friendly Community Adhoc Committee for a period of one year, **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.
- **16-090 – Appoint William Scott to the Road Committee**
 - William Scott went over his experience and would be glad to volunteer.
 - If he would like to stay on after June 30, 2016 he will have to submit a new appointment application by May 31, 2016 as he is filling in for someone who has resigned.
 - **Motion** made by Mr. Curtis to appoint William Scott to the Road Committee for the remainder of the term ending June 30, 2016, **Second** by Mr. Dunham. **Vote** 5-0 in favor.

Unfinished Business:

- **16-063 – Review Town Office & Transfer Station Hours**
 - Mr. Dyer went over the proposed change in hours that will go into effect Monday, February 29. The proposed changes have been posted in the messenger, on the town website and at the town office. Monday & Tuesday 8:30 to 4:30, Wednesday 12:00 to 6:00 (these 3 days are staying the same), Thursday CLOSED and Friday 7:30 to 3:30 (opening an hour early/closing an hour early). The hours are similar to the transfer station and staying somewhat consistent between the two. Looking for feedback and suggestions. Will review in about 3 months.
- **16-082 – 2nd Reading of the Revised FOAA Policy**
 - **Motion** made by Mrs. Sammons to accept the 2nd Reading of the revised FOAA policy, **Second** by Mr. Bourgoine. **Discussion:** Mr. Dunham, Section 12, Page 4 refers to a fee schedule, asked do we have a fee schedule available, Selectboard to review the fee schedule. **Vote** 5-0 in favor.

- **16-083 – 2nd Reading of the Revised Personnel Policy**
 - Question regarding Library Cards, don't charge for them but is common to show all benefits included for employees in personnel policies.
 - **Motion** made by Mr. Bourgoine to move the Personnel Policy as revised for its 2nd reading and adoption, **Second** by Mrs. Sammons. **Discussion:** Mr. Dunham agrees all personnel should be treated equally, personally can't support the personnel policy and will vote against the motion, in short seems too much incentive to not work in both the personnel policy and Union Contract. **Vote** 4-1, opposed by Mr. Dunham as described in discussion.
- **16-084 – Review 1-Ton truck repair quotes & purchase options**
 - Mr. Dyer went over the memo provided on January 28 and new memo provided today. Went over the best vehicle options, purchase options and conclusion. Mr. Chandler has been working on different options for trucks and is included in the packet; Mr. Dyer reviewed and went over the different information provided.
 - Ms. Pomerleau asked regarding the emergency fund and if legally possible to use this fund towards the truck.
 - Mrs. Sammons suggested that when put out to bid, get the actual cost of the vehicle instead of the MSRP.
 - Discussion among the Selectboard regarding repairing the current truck and the purchase of a new truck.
 - Mr. Chandler went over his knowledge and findings of the information presented in the packet.
 - Marion Dunham, Lenny Reay and William Scott spoke regarding their feelings on the cost of repairing the current truck and purchasing of a new truck.
 - Suggested by Mr. Dunham to have log books kept on all vehicles and town equipment. Mentioned how important it is to have these kept up to date and accurate.
 - Selectboard would like more information available, a more accurate number, timeline and to further discuss the options.
 - Discussion regarding upcoming plowing contract, look into different areas of saving money. Suggested by Lenny Reay to have a local contractor do the transfer station instead of McGee and pushing the pole off to the side during the winter months at the fair grounds to make it quicker to plow that area.
 - **Motion** made by Mr. Bourgoine to table to future meeting(s) for further discussion, **Second** by Mr. Curtis. **Vote** 5-0 in favor.

New Business:

Motion made by Mr. Dunham to move item 16-093 - Consider Code Enforcement activity on 323 Main Street ahead on the agenda, **Second** by Mr. Curtis. **Vote** 5-0 in favor.

- **16-093 – Consider Code Enforcement activity on 323 Main Street**
 - Gary Quintal, CEO went over his documentation of the activity and procedures that have been done concerning 323 Main Street to date.
 - Craig Pollis, owner of 323 Main Street spoke on his behalf regarding the work he has completed and is continuing to work on.
 - The Selectboard asked Mr. Pollis if he was receiving funds for the rental property (he stated about \$800.00 but not an ongoing thing until they move in) and if he was clear on what needed to be fixed to make the unit livable (went over some of the things he has fixed and other topics regarding the unit).

- Discussion amongst the Selectboard, the CEO and Mr. Pollis regarding the property and if ready to be occupied or needs to be condemned.
- Suggested by Selectboard to ask the current tenants to leave the property, have a lock on the door and for the CEO and Mr. Pollis to work together and put a plan of action together to work on getting the unit up to code.
- Tabled by Selectboard for 30 days and then to review their findings of the property at that time. CEO to wait 30 days before completing the consent agreement and to work with the property owner to get things up to date.

Motion made by Mr. Bourgoine to extend the meeting until 9:30 pm, **Second** by Mr. Curtis. **Vote** 5-0 in favor.

- **16-091 – Presentation by Sam Tippet – Municipal Investments**
 - Sam Tippet unable to attend the meeting.
- **16-092 – Consider a Return On Investment proposal for Transfer Station Scales**
 - Tabled for next meeting.
- **16-094 – 3rd Draft of Budget presented**
 - Mr. Dyer went over the 3rd draft of the budget as presented in the packet.
 - Discussion amongst the Selectboard and Mr. Dyer regarding the draft of the budget.
 - Next budget meeting scheduled for Tuesday, February 16, 2016 at Giles Hall.

Motion made by Mr. Curtis to extend the meeting until 9:35 pm, **Second** by Mr. Dunham. **Vote** 5-0 in favor.

- **16-095 – Other**
 - **Motion** made by Mr. Curtis to abate \$900.00 of past due property taxes, **Second** by Mrs. Sammons. **Vote** 5-0 in favor
 - **Motion** made by Mr. Bourgoine for the Town Manager to be able to negotiate a favorable fuel bid with the surrounding towns, **Second** by Mrs. Sammons. **Discussion:** Includes propane, heating oil and diesel. Question regarding the billing issues with the school and if they could be received in a more timely manner. **Vote** 4-1, opposed by Mr. Curtis.

Motion made by Mrs. Sammons to adjourn the meeting at 9:39 pm, **Second** by Ms. Pomerleau. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary