

**Readfield Select Board
Regular Meeting Minutes – May 16, 2016**

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), Gary Quintal (CEO), Craig Pollis, Bob Marvinney, John Parent, Milton Wright, Debora A. Doten, Eunice Bowler, David Fortin, Sandra Rourke, Grace Keene, Lorraine Wagner

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

Regular Meeting

- **16-151 – Minutes: Select Board meeting minutes of May 2, 2016**
 - **Motion** made by Mrs. Sammons to approve the minutes of the May 2, 2016 meeting as written, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.
- **16-152 – Warrant: #47 & #48**
 - **Motion** made by Mr. Bourgoine to approve Warrant #47 & #48 in the amount of \$61,761.47 **second** by Mrs. Sammons. **Vote** 4-1, opposed by Mr. Curtis (would like more time to review).

Communications

- **Select Board Communications**
 - Mrs. Sammons asked if anyone opposed of her buying flowers for the Memorial out front. Select Board agrees that it is a good idea.
 - Mr. Curtis wanted to remind everyone that the absentee ballots are available at the Town Office. The best way is to call Robin and she will mail one out or stop in to the town office and fill out a request form.
 - Mr. Dunham spoke regarding a concern he received from an abutter on the Mill Stream Project. Suggested that the Planning Board should look at trails and possibly suggest a process for approval. The Town Manager will contact Paula Clark, Chair of the Planning Board.
- **Town Manager**
 - Mr. Dyer went over his Town Manager report dated for May 16, 2016.
 - Discussion on composite position and mutual aide part. The mutual aide position was already hired out by the local fire departments. Concerns that due to it being a part of the Union job description will it affect the contract.
 - Up to date budget information is added to the town website by Mr. Dyer to keep everyone up to date and informed.
 - The old town truck is going to be put out for bid.
- **Boards, Committees, Commissions & Departments**
 - **Appointments Ad Hoc Committee Meeting Minutes of April 7, 2016**
 - **Age Friendly Ad Hoc Committee Meeting Minutes of March 9 and March 23, 2016**
 - **Cemetery Committee Meeting Minutes of March 28, 2016**
 - **Trails Committee Meeting Minutes of March 27, 2016**
 - Thank you all for submitting your minutes.

- **Public Communications - Members of the public may address the Select Board on any topic**
 - Bob Marvinney from Broadview Heights. Spoke regarding a statement in the Messenger about the school budget and how it has gone up 7% every year. Has since received clarification from both Mr. Dyer and Ms. Pomerleau but believes its best to make a note so everyone understands. Ms. Pomerleau to continue to working on clarification.
 - Lorraine Wagner spoke regarding her concerns on everyone being treated equally and her concerns with handicapped accessibility getting into the town office. Mr. Dyer let Lorraine know that there has now been a buzzer installed at the front door. Addressed that the cemeteries look great just need the right equipment to get all the work completed. Lorraine would also like to see the log books for overtime work of employees.

Appointments & Re-Appointments:

- **16-153 – Appoint Ellen Blanchard as Warden for June 14, 2016 Election**
 - **Motion** made by Mrs. Sammons to appoint Ellen Blanchard as Warden for the June 14, 2016 Election, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-154 – Re-Appoint Kenneth Clark to the Trails Committee**
 - **Motion** made by Mr. Bourgoine to re-appoint Kenneth Clark to the Trails Committee for the term of 7/1/2016 to 6/30/2018, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-155 – Re-Appoint Ann Keilty to the Trails Committee**
 - **Motion** made by Mrs. Sammons to re-appoint Ann Keilty to the Trails Committee for the term of one year, **Second** by Mr. Curtis. **Discussion:** Only a one year term due to trying to stagger out the dates. **Vote** 5-0 in favor.
- **16-156 – Re-Appoint Brenda Lake to the Cemetery Committee**
 - **Motion** made by Mr. Bourgoine to re-appoint Brenda Lake to the Cemetery Committee for the term of 7/1/2016 to 6/30/2019, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-157 – Re-Appoint Fran Zambella to the Appeals Board**
 - **Motion** made by Mr. Bourgoine to re-appoint Fran Zambella to the Appeals Board for the term of 7/1/2016 to 6/30/2019, a three year term, **Second** by Mrs. Sammons. **Discussion:** Look to see if he has attended the necessary training. **Vote** 5-0 in favor.

Unfinished Business:

- **16-093 – Consider Code Enforcement activity at 323 Main Street**
 - Gary Quintal, CEO of Readfield gave a brief description of the issues regarding 323 Main Street and the information provided in the Select Board packet. Occupancy denied final notice and legal posting, failed to comply with temporary certificate of occupancy, illegal junk yard and nuisances of open burning. Asking Select Board to agree to have a consent agreement with the landowner and if isn't followed in the time frame set then to take further legal action.
 - Rental unit has passed inspection and is not a part of the concerns Gary Quintal has presented.
 - Mr. Curtis expressed his concerns regarding other properties in the town that he feels also need to be looked into for violations. Doesn't want it to look like we are singling out one property owner.
 - Clarification that the items presented tonight were on the original list of issues when concern of rental unit was first brought up.

- Mr. Pollis, property owner of 323 Main Street, addressed his concerns that he wished pictures would have been taken before as he has done some cleanup. He also explained other areas of concerns and put his input in on the occupancy issues.
 - Mr. Pollis agreed to work with the Town Manager and CEO to get the occupancy issues under control and set an agreement with a timeframe that is acceptable for the clean up to be completed.
 - **Motion** made Mr. Dunham to have Gary Quintal, CEO and Eric Dyer, Town Manager work on a consent agreement with Craig Pollis, property owner of 323 Main Street, **Second** by Mrs. Sammons. **Discussion:** Mr. Bourgoine suggested having the schedule reflect the priority of safety when making the list of items to have completed. **Vote** 5-0 in favor.
- **16-150 – Considerations of a Liquor License for the Emporium**
 - **Motion** made by Mr. Dunham to approve the Emporium Liqueur license from June 2016 to June 2017, **Second** by Mr. Curtis. **Vote** 5-0

New Business:

- **16-158 – Consider a new road name for the Mace Saw Mill Entrance**
 - New owners of Mace Saw Mill would like to have the road name be called Farnham Drive.
 - **Motion** made by Mr. Bourgoine to approve the new name for Mace Saw Mill Entrance to be Farnham Drive, **Second** by Mr. Dunham. **Discussion:** Question on who is responsible for the purchase and maintenance of the road sign. Mr. Dyer to look into this. **Vote** 5-0 in favor.
- ❖ Mr. Dyer went over the information he presented in the Select Board packet regarding the bids and quotes of upcoming town maintenance projects. Discussion amongst the Select Board regarding prioritizing the jobs and funds available for all the projects. No recommendations from the Road Committee, these are more of Maintenance concerns, but did ask for Road Committees input if they wanted to make any suggestions.
- **16-159 – Striping Bid Award**
 - Recommendation by Town Manager to go with Lucas Striping.
 - Motion made by Mr. Dunham to award Lucas Striping for the striping work dated 5/4/2016, **Second** Mrs. Sammons. **Vote** 5-0 in favor.
- **16-160 – Shoulder Work Bid Award**
 - Recommendation by Town Manager to go with C.H. Stevenson.
 - **Motion** made by Mrs. Sammons to award C.H. Stevenson for the shoulder work, **Second** by Mr. Dunham. **Discussion:** Just the install of the road shoulders. **Vote** 5-0 in favor.
- **16-161 – Crack Sealing Bid Award**
 - Recommendation by Town Manager to go with Proseal LLC.
 - **Motion** made by Mrs. Sammons to award Proseal LLC for the crack sealing work dated 5/9/2016, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-162 – Brush Grinding Quote Award**
 - Recommendation by Town Manager to go with Marshall Grinding.

- **Motion** made by Mrs. Sammons to award Marshall Grinding for the brush grinding work, as per their bid, dated 5/11/2016, **Second** by Mr. Dunham. **Vote** 5-0 in favor.

- **16-163 – Sweeping Quote Award**

- Recommendation by Town Manager to go with Ellis Construction. Mr. Dyer to look into the disposal of the dirt from the roads.
- **Motion** made by Mrs. Sammons to award Ellis Construction for the sweeping work as per their bid dated 5/12/2016, **Second** by Mr. Dunham. **Vote** 5-0 in favor.

- ❖ Mr. Dyer spoke regarding the two RFP draft reviews that are about to be discussed. Most changes have been made from prior drafts/RFP.

- **16-164 – Draft Winter Maintenance RFP Review**

- Just a draft, road committee has not looked at for review yet.
- Lengthy discussion amongst the Select Board regarding the draft presented for winter maintenance and suggested changes.

- **16-165 – Draft Paving RFP Review**

- Road committee still needs to review.
- Mr. Dyer went over the changes he has made to the draft paving RFP.
- Brief discussion amongst the Select Board regarding the changes.

Motion made by Ms. Pomerleau to extend the meeting until 9:10 pm, **Second** by Mrs. Sammons. **Vote** 4-1, opposed by Mr. Curtis.

- **16-166 – 1st Reading of the revised Procedures for Appointments and Reappointments**

- **Motion** made by Mr. Bourgoine to table 16-166 until May 31, 2016 Select Board meeting, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

- **16-167 – 1st Reading of the Proposed Readfield Code of Public Conduct**

- Guidelines for any town meetings. Would like to see posted up on the wall and in key places as a simple reminder once finalized.
- **Motion** made by Mrs. Sammons to accept the 1st reading of the proposed Readfield Code of Public Conduct, **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.

- **16-168 – Other**

- None

Motion made by Mr. Bourgoine to adjourn the meeting at 9:07 pm, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary