

Readfield Select Board Regular Meeting Minutes – July 11, 2016

Select Board Members Present: Bruce Bourgoine, Thomas Dunham, John Parent, Christine Sammons and Kathryn Woodsum

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Lorraine Wagner, Grace Keene, Sandra Rourke, Allen Curtis, Dana Therrien, Val Pomerleau, Ralph Holmes (Wellman Paving), Greg Durgin, Deb Doten, Pam Osborn, Marion Dunham, Steve Woodsum

Mr. Dunham called the meeting to order at 6:30 pm followed by The Pledge of Allegiance and welcoming of the new Select board members.

Regular Meeting

- **17-001 – To have the Select Board elect a Chair by ballot.**
 - Mrs. Sammons nominated Mr. Bourgoine as Chair, Second by Mrs. Woodsum.
 - **Motion** made by Mrs. Sammons to elect Mr. Bourgoine as Chair, **Second** by Mrs. Woodsum. **Vote** 5-0.
- **17-002 – To have the Select Board elect a Vice Chair by ballot**
 - Mr. Parent nominated Mrs. Sammons as Vice Chair, Second by Mrs. Woodsum.
 - **Motion** made by Mr. Parent to elect Mrs. Sammons as Vice Chair, **Second** by Mrs. Woodsum. **Vote** 5-0.

New Officers were seated and Mr. Bourgoine, as Chair, took control of the meeting.

- **17-003 – Minutes: Select Board meeting minutes of June 27, 2016**
 - **Motion** made by Mrs. Sammons to approve the minutes of the June 27, 2016 meeting as written, **Second** by Mr. Dunham. **Vote** 3-0 in favor.
- **17-004 – Warrant: #57 (FY16) & #1 & #2 (FY17)**
 - **Motion** made by Mrs. Sammons to approve Warrant #57 (FY16) in the amount of \$5,045.62, **Second** by Mr. Parent. **Vote** 5-0 in favor.
 - **Motion** made by Mrs. Sammons to approve Warrants #1 & #2 (FY17) in the amount of \$322,458.61, **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Parent thanked everyone who supported him in the latest election and will work eagerly and what's best for everyone.
 - Mr. Dunham asked Town Manager if he followed through with the EPP. Mr. Dyer explained to Mr. Dunham why the payment for the full amount was on the Warrant and how the deductions were collected and paid out.
 - Mr. Dunham asked the Chair to add Heritage Day Committee onto a future upcoming agenda along with the Solid Waste Committee 3 year terms. Suggested to look into all committee terms.
 - Mr. Bourgoine appreciated the confidence for being nominated as the Chair.
- **Town Manager**
 - Mr. Dyer went over the Town Manager report dated for July 11, 2016.

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- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of June 15, 2016
 - Cobbossee Watershed District minutes for March 8, 2016
 - Road Committee minutes of May 19, 2016 and June 23, 2016
 - Trails Committee minutes of May 24, 2016
 - *Thank you all for submitting your minutes.*
- **Public Communications - Members of the public may address the Select Board on any topic**
 - Allen Curtis spoke regarding the Budget Committee and a vacant appointment that he applied for. Would just like to know if the policy is being followed as written and why the appointment was not on this meeting's agenda.
 - Greg Durgin thanked Ms. Pomerleau and Mr. Curtis for serving on the Select Board for the past three years and wished good luck to the new Select Board.
 - Lorraine Wagner spoke in regards to what Mr. Curtis had asked regarding following policies.
 - Brief discussion between members of the town (Dana Therrien, Allen Curtis) and Select Board regarding the Budget Committee appointments.

Appointments & Re-Appointments:

- **17-005 – To have the Select Board appoint three Board members to serve on the Board of Assessors**
 - **Motion** made by Mr. Bourgoine to appoint Mr. Dunham, Mr. Parent and Mrs. Sammons to the Board of Assessors, **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **17-006 – To have the Select Board appoint a timekeeper**
 - Mrs. Woodsum volunteered to be timekeeper.
- **17-007 – To have the Select Board appoint a note taker**
 - Mrs. Sammons agreed to be note taker.
- **17-008 – To have the Select Board appoint BCC liaisons**
 - Mrs. Sammons would like to continue with Cemetery and Trails Committee. Mr. Dunham volunteered to take over the Road Committee. Will wait for other committees to ask for a BCC liaison.
- **17-009 – To have the Select Board appoint one Board member to serve as a representative to KVCOG**
 - Mr. Bourgoine volunteered to serve as representative for KVCOG. Need to advertise for the non-official representative.

Unfinished Business:

- **16-164 – Consider revised winter road maintenance bid and contact documents**

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- Mr. Dyer went over the revisions made to the Bidding & Contracting Requirements for Snow and Ice Control Contract. Thanked the Road Committee for all their hard work on updating the contract information. Mr. Dyer suggested adding on Page 1, #4. July 28 mandatory bid meeting.
- **Motion** made by Mrs. Woodsum to approve the Bidding & Contracting Requirements for Snow and Ice Control Contract as put forth with the two changes already mentioned, **Second** by Mrs. Sammons. **Vote** 5-0 in favor

New Business:

- **17-010 – Consider the award of paving work for fiscal year 2017**
 - Mr. Dyer went over the process for the 2017 Paving Bid that took place. Four bids were received and attended the mandatory meeting. Mr. Dyer supports the recommendation of the Road Committee to accept the bid submitted by Wellman Paving.
 - Brief discussion between the Select Board and Ralph Holmes, representative from Wellman Paving.
 - **Motion** made by Mr. Dunham to award the fiscal year 2017 paving work to Wellman Paving per their proposal form, subject to finalized negotiation of tack coat. **Second** by Mrs. Woodsum. **Discussion:** Mr. Parent suggested that the Tack Coat application rate should be added to next bid paperwork. Mrs. Woodsum thanked Wellman Paving for bringing forward a reasonable and negotiable bid. **Vote** 5-0 in favor.
- **17-011 – Consideration of new commercial hauler permit applicants**
 - Mr. Dyer went over the two new contractors for Fayette; J&A Disposal and Fran Trask Rubbish Removal.
 - **Motion** made by Mr. Parent to approve the applications for J&A Disposal and Fran Trask Rubbish Removal for the remainder of the year, **Second** by Mrs. Woodsum. **Discussion:** Applications are good through December 31, 2016. Brief discussion regarding established cycles compared to Transfer Station hours and recycling requirements. Mr. Dyer to look into the fines for not recycling and how contractors would be fined. **Vote** 5-0 in favor.
- **17-012 – Review and approve annual financial policies**
 - Mr. Dyer went over the three financial policies as presented in the packet for Select Board review; Policy on Treasurers Disbursement Warrants for State Fees, Policy on Treasurer's Disbursement Warrants for Employees Wages and Benefits and Order of Municipal Officers.
 - **Motion** made by Mrs. Woodsum to approve the three policies; Policy on Treasurers Disbursement Warrants for State Fees, Policy on Treasurer's Disbursement Warrants for Employees Wages and Benefits and Order of Municipal Officers, **Second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-013 – Discussion of Select Board Orientation**
 - Suggested to combine the Select Board Orientation and Retreat on the same day. Discussion amongst the Select Board regarding a day of the week that is best. Set the date offline. Suggested to ask Pam Plum to be the facilitator. Date recommended by Mrs. Woodsum to be Friday, August 12th and to also hold the Snow Plow bids review. Mr. Dunham to look into the venue place that was used last year. Agenda items to be set the meeting of July 25 but encouraged to

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send items to Mr. Dyer prior to. Reminder to the public that these are open meetings and all are welcome to attend.

- **17-014 – Discussion of Select Board Retreat**
 - See item 17-013 as discussed as a combined meeting/topic.
- **17-015 – Discussion of Summer Residents Meeting**
 - Tentative date set for Saturday, August 6, 2016 at 9:00 AM. Let Maranacook Lake Association be aware so they can spread the word to summer residents at their upcoming meeting. Send emails to both Torsey Lake Association and Echo Lake Association.
- **17-016 – Other**
 - Discussion amongst the Select Board regarding the Appointments to the boards and how to handle multiple applications for one position opening. Suggested by Mr. Bourgoine to invite all the applicants, have each applicant speak in front of the Select Board and have an interview, and then make a decision at that time. Try to stay away from having to have an Executive Session.

Motion made by Mr. Bourgoine to adjourn the meeting at 8:21 pm, **second** by Mr. Parent. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary