

## **Readfield Select Board Regular Meeting Minutes – September 19, 2016**

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

**Excused Absent:** Christine Sammons

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Grace Keene, Debora A. Doten, Bonnie Wilder, Ken Clark, Laurence Perkins, Marion Dunham

### **Executive Session:**

**Motion** made by Bruce Bourgoine to enter into executive session at approximately 6:00pm for the purpose of discussing an employment contract with the Town Manager pursuant to 1 MRSA, Section 405, subsection 6(A). Motion **seconded** by John Parent. **Unanimous**.

The Chair declared the Select Board out of executive session at approximately 6:30pm.

Mr. Bourgoine called the meeting to order at 6:35 pm followed by The Pledge of Allegiance.

### **Regular Meeting**

- **17-058 – Minutes: Select Board meeting minutes of September 6, 2016**
  - **Motion** made by Mrs. Woodsum to approve the minutes of the September 6, 2016 meeting as presented, **second** by Mr. Parent. **Vote** 4-0 in favor.
- **17-059 – Warrants #12 & #13**
  - Mr. Dyer to look into Town of Wayne Property tax paid for the Town Farm.
  - **Motion** made by Mr. Dunham to approve Warrants #12 & #13 in the amount of \$41,399.27, **second** by Mr. Parent. **Vote** 4-0 in favor.

### **Communications**

- **Select Board Communications**
  - Mr. Dunham asked if we intended to make a donation to the Church for the use of the building for the Selectboard retreat. They are in dire need of a dishwasher. To be discussed under other.
  - Mr. Dunham voiced his concern with having no Appeals Board and would like to see a process in place for when issues arise and that we pay attention to everyone's rights.
  - Mr. Bourgoine attended the Age Friendly Community Conference last week along with Mr. Dyer. Got a lot of great ideas. He will be attending the KVCOG meeting tomorrow, September 20, 2016 along with Mr. Dyer.
- **Town Manager**
  - Mr. Dyer went over his Town Manager report dated September 19, 2016

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- **Boards, Committees, Commissions & Departments**

- Grace Keene, Chair of Cemetery Committee wanted to publicly thank the community residents who went to the Kent's Hill Cemetery and cleaned 46 stones. They all look amazing. Volunteers are always welcomed.
- Cobbossee Watershed District Minutes of April 12, 2016
- Library Board Minutes of July 6, 2016
  - *Thank you all for submitting your minutes.*

- **Public Communications - Members of the public may address the Select Board on any topic**

- None

#### **Appointments & Re-Appointments:**

- **17-060 – Accept the resignation of Peter Barengo from the Budget Committee**

- **Motion** made by Mr. Dunham to regretfully accept the resignation of Peter Barengo from the Budget Committee, **Second** by Mrs. Woodsum. **Vote** 4-0 in favor.

- **17-061 – Appoint a member to the Heritage Days Committee**

- **Motion** made by Mrs. Woodsum to appoint Valarie Pomerleau to the Heritage Days Committee with the period of one year ending August 31, 2017, **Second** by Mr. Parent. **Vote** 4-0 in favor.

- **17-062 – Accept Select Board members to review warrants for the coming quarters**

- Second Quarter: John Parent, Third Quarter: Tom Dunham, Fourth: Bruce Bourgoine, Kathryn Woodsum as backup when needed.

#### **Unfinished Business:**

- **17-048 – Town Manager review and contract process, contract signing**

- **Motion** made by Mrs. Woodsum, for matter of discussion, that we approve the Town Manager contract as presented in packet, **Second** by Mr. Parent. **Discussion:** Executive Session was held prior to tonight's meeting. Mrs. Woodsum and Mr. Parent spoke on how pleased they are with Mr. Dyer's performance as the Town Manager. Mr. Dunham spoke on his views of doing the contract before the review is completed but will go ahead with the signing of the contract. Mr. Bourgoine expressed his kudos for the Town Manager and a great job he has done to date. Mr. Dyer thanked everyone and looks forward to the things to come in the future. **Vote** 4-0 in favor.

#### **New Business:**

- **17-063 – Constitution Week Proclamation**

- Bonnie Wilder gave a brief description about Constitution Week and read the Proclamation with Chair, Bruce Bourgoine.

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- **17-064 – Consider a contract for Maranacook Lake Outlet Dam engineering services**
  - Larry Perkins gave a brief review of the information presented in the packet regarding the two proposals that were received. Would like to go with the bid from GEI in the amount of \$43,000.00 with an additional as needed scope of work in the amount of \$5,000.00
  - **Motion** made by Mrs. Woodsum to accept the committee's proposal as presented in the packet, **Second** by Mr. Dunham. **Discussion:** Winthrop has approved their part of the Dam Project. Thank you to all the Committee members who have taken part in the project. **Vote** 4-0 in favor.
- **17-065 – Set the Date for the Annual Chairs Meeting**
  - Date set for Monday, November 28, 2016 at 6:30 pm. Committee Chairs or Representative to give a brief report on their Committee and the work they are doing.
- **17-066 – Consider changes to the structure and timing of Select Board Meetings**
  - Mr. Bourgoine went over the suggested meeting changes as presented in the packet. Mrs. Woodsum suggested business meetings on the second Mondays of the month and the fourth Mondays of the month for Warrants and Workshops. Mr. Dunham doesn't see how it would benefit the public. Discussion amongst the Selectboard regarding the pros and cons of changing the meeting structures. Marion Dunham voiced her concern that she feels public comments are not taken into consideration. Expanded Financial Warrant Process is able to work with the new changes and make a big difference in the timing of the warrant review. Start dry run in October. Further review to be taken into consideration on proposed changes and suggestions.
- **17-067 – Comprehensive Plan Goals Quarterly Review**
  - Mr. Dyer went over the information as presented in the packet. Some of these items are completed or being in the process of being completed. The status of tasks and resolutions needs to be updated to see where they are at in completion. Discussion amongst the Selectboard regarding the various goals. Mrs. Woodsum went over the amounts of time for completion of term goals. Mrs. Woodsum to work with the Town Manager to work on the status update of the comprehensive goals.
- **17-068 – Consider a General Obligation Bond Resolution and sample Loan Agreement relating to the purchase of a Fire Truck approved on November 3, 2015**
  - Mr. Dyer went over the documents presented in the packet. The signing of the contract allows for the process to continue.
  - **Motion** made by Mr. Dunham to approve the authorization for the sale of \$426,000 signing of the General Obligation Bond, **Second** by Mrs. Woodsum. **Discussion:** Delivery of the Fire Truck may be a little behind schedule but will start the payments as described in the loan agreement. **Vote** 4-0 in favor.
- **17-069 – Consider a Payment Stream Assignment Consent from Androscoggin Bank**
  - Mr. Dyer went over the Androscoggin Bank Payment Stream Assignment Consent as presented in the packet. Needs approval from Town to send the funds directly to Cushing Construction.
  - **Motion** made by Mrs. Woodsum to approve the request from Androscoggin Bank acknowledging our consent to the assignment of the payment stream from the Snow Removal and Sanding Contract it has executed with Cushing Construction and to authorize the Town manager to sign the consent acknowledgment, **Second** by Mr. Parent. **Vote** 4-0 in favor.

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- **17-070 - Other**

- **Motion** made by Mrs. Woodsum that we approve a \$100 donation to the Readfield United Methodist Church for the use of the church for the Selectboard retreat that was held this past August, **Second** by Mr. Bourgoine. **Vote** 4-0 in favor.
- Mrs. Woodsum spoke regarding the Town Manager review and wanted to encourage all feedback from the community to still be submitted.
- Mr. Dunham mentioned that the charges going out at the Transfer Station equaled the charges coming in.
- Review of future agenda items. November start on Budget Timeline, December review of Comp Plan Items. October review of multiple appointment procedures applications.

**Motion** made by Mrs. Woodsum to adjourn the meeting at 8:29 pm, **Second** by Mr. Parent. **Vote** 4-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary*