

Readfield Select Board

Regular Meeting Minutes – November 14, 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 Starrett (Channel 7), June Wagner, Grace Keene, Karen Peterson, Marianne Perry, John Perry, Florence Drake, Joan Wiebe, Lee Mank, Marion Dunham, Sandra Rourke, Lorraine Wagner, Matthew Curtis, Gary Quintal (CEO), Adam Woodford

Regular Meeting

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

- **17-092 – Minutes: Select Board meeting minutes of November 03, 2016**
 - **Motion** made by Mr. Parent to approve the minutes of the November 03, 2016 meeting as presented, **second** by Mr. Dunham. **Vote** 4-0 in favor.
- **17-090 – Warrants #20 & #21**
 - **Motion** made by Mrs. Woodsum to approve Warrants #20, #21 & #22 in the amount of \$84,552.55, **second** by Mr. Parent. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Bourgoine thanked everyone who joined us at the Veterans Day ceremony held on Friday, November 11, 2016.
 - Mr. Bourgoine mentioned that there is an Age Friendly Community meeting on Thursday, November 17 at 6:30 and will be discussing the aging friendly survey results.
 - Mrs. Sammons thanked the volunteers who helped with the Veterans Day event; Val Pomerleau, Deb Doten, Nancy Russell, Dale Potter-Clark, Bill Starrett and the Ladies from Torsey Church.
 - Mr. Dunham received some of the information but would like any and all information on the superior court case.
- **Town Manager**
 - Mr. Dyer went over his Town Manager report dated for November 14, 2016.
- **Treasurer's Report for the month of October**
 - Mr. Dyer went over his Treasurers' Report for the month of October. Condensing the monthly report into two pages of focused analysis and making it more approachable and accessible. Accounts are in balance and where they should be. Doesn't replace the current monthly budget report that the Selectboard receives, it's a supplement and will be included in future packets.
- **Boards, Committees, Commissions & Departments**
 - **Motion** made by Mrs. Woodsum to appoint Adam Woodford to the Recreation Committee for a three year term beginning November 14th and running through June 30th, 2019, **second** by Mr. Parent. **Vote** 5-0 in favor.
 - Trails Committee minutes of July 26, 2016
 - Cemetery Committee minutes of August 15 & September 27, 2016

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- Library Board minutes of September 7, 2016
Thank you for submitting your minutes

- **Public Communications** - *Members of the public may address the Select Board on any topic*
 - Marius Peladeau spoke on behalf of the Union Meeting House. He gave a brief history and description on the work that needs to be done to the Union Meeting House. Asking the people of Readfield to support the Union Meeting House efforts to restore the structural damages that needs to be completed.
 - John Perry, Treasurer for the Union Meeting House, spoke on the funding and pricing to restore the Union Meeting House. They have started a dramatic fundraising program in addition to the grants and membership donations to help raise the remainder of the funds to complete the restoration. In 1986 Town meeting voted to donation \$5,000 to the Union Meeting House Restoration project at that time. Asking the Town of Readfield for a \$5,000 donation. Has completed the petition and will move forward to get the donation request on the ballot.

Short Break

New Business:

- **17-094 – Review of the Towns Emergency Operations Plan**
 - Mr. Dyer went over the Towns Emergency Operations Plan updated November 14, 2016. Roles and Responsibilities of employees, Selectboard, law enforcement, fire department etc. in emergency situations. Page 24, 7.6 Plan Maintenance and Testing – Annual EOP Maintenance and testing (drills). Complete the emergency exercises and follow up with the results. Past drills have included table talk and hands on Hazmat exercises. ICS 100 & 700 training is required of the Selectboard and Town Manager to complete. Update the plan yearly in July as the Selectboard/staff changes need to be accurate. Appendix 1, 2, 3 and 9 have been the only parts of the plan that has been updated.
 - **Motion** made by Mrs. Woodsum to approve the changes made to the Towns Emergency Operations Plan dated November 14, 2016, **second** by Mr. Parent. **Discussion:** The schools have their own protocols/EOP and the Fire Department works with them. **Vote** 5-0 in favor
 - **Motion** made by Mrs. Woodsum to direct the Town Manager and the EOP Director to come up with an annual plan for plan updates, testing and discussion after testing, **second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-095 – Consider a draft Swap Shop and Clean Demo Wood Rules for the Transfer Station**
 - Mr. Dyer went over the information presented in the packet for the Swap Shop and Clean Demo Wood Rules. Looking for Selectboard approval and work on eventually moving them into the operations manual.
 - Solid Waste and Recycling Committee has reviewed the Swap Shop Rules but not the Clean Wood Pile Rules as this is new within the past two weeks.
 - **Motion** made by Mrs. Sammons to accept the Swap Shop Rules and Clean Wood Pile Rules with the amendment as written, **second** by Mrs. Woodsum. **Discussion:** Will be available at Transfer Station and Town Office for residents. Solid Waste and Recycling Committee to review the Clean Demo Wood Rules. **Vote** 5-0 in favor.

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- **17-096 – Approval of an initial Fiscal Year 2017-2018 (FY18) Budget Process**
 - Mr. Dyer went over the preliminary meeting schedule and notice schedule.
 - **Motion** made by Mr. Bourgoine to approve the preliminarily schedule and notice with provision that it is subject to change as approved by the Selectboard with notice that March 1 and April 10 will be adequately promoted 30 days in advance, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **17-097 – Consider a survey of the Giles Hall lot to facilitate accessibility improvements**
 - Mr. Dyer went over the information as presented in the packet. This is to make it much more accessible for residents who visit Giles Hall.
 - **Motion** made by Mrs. Woodsum to approve up to \$2,200.00 plus printing, expenses and mileage for completing a site survey of current conditions of the parking lot of Giles Hall, **second** by Mr. Parent. **Discussion:** Goal is to make it accessible to all standards. Mr. Dyer to look into quotes on the interior part of the building updates and bring forward to the Selectboard. **Vote** 5-0 in favor.
- **17-098 – Consider putting our waste hauling and disposal contracts out to bid**
 - Copy of current agreement is in the packet, expires June 30, 2017. Mr. Dyer has presented this to the Solid Waste and Recycling Committee and they have come up with ideas. Adding recycling contract as well to be put out to bid.
 - **Motion** made by Mrs. Woodsum to put out the MSW and recycling and all hauling contracts for bid, **second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-099- Discuss direction for the Capital Investment Planning Process**
 - Mr. Dyer went over the information presented in the packet. Same document that was presented at the workshop but would like directive from the Selectboard.
 - **Motion** made by Mrs. Woodsum to direct the Town Manager to create and bring back to the Selectboard an asset inventory and capitalization policy, **second** by Mrs. Sammons. **Motion** made by Mr. Dunham to consider the document presented as a first reading of the asset inventory and capitalization policy, **second** by Mr. Bourgoine. **Vote** on amendment 5-0 in favor, **Vote** on main motion 5-0 in favor.
- **17-100 – 90 Day Selectboard Review for Violations at 37 & 38 Terrace Road**
 - Mr. Bourgoine gave a brief description and spoke that there are two actions that can be enforced with them being: force the decision or pursue compliance without legal action.
 - Gary Quintal, CEO, spoke that he has supplied the Selectboard with the packet that was sent to Matthew Curtis. He went over the documentation and requests the Selectboard to revoke the licenses for Matthew Curtis as the occupant has not complied.
 - Discussion amongst the Selectboard regarding if the process was completed accurately and following the rules. No requirement for a Second notice. There was a verbal notice before a written notice to let the landowner know that there were violations to be complied to. Review of the planning board decision amongst the Selectboard.
 - June Wagner spoke her feelings towards the issues against Matthew Curtis.
 - Marion (Warren) Dunham asked how many vehicles a property owner can have in their yard before it's a violation. She voiced her concern on the issues against Matthew Curtis.
 - Gary Quintal went over information in the packet, noting page 6, the Notice of Decision. High impact home occupation is for one lot, not two lots. Deed restrictions, second lot is not included.

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None of the information that has been requested by the CEO has been submitted by the property owner.

- Mr. Curtis spoke and went over information he had to present. Review of 30A and Readfield Home Occupation Ordinance. He stated that there is state law that exempts him from being called an Automotive Graveyard. He also stated that the violations on the personal property have been corrected. Currently working with his association on the sign and road. Mr. Curtis feels he shouldn't have to supply the CEO with the information that has been requested of him (permits).

Motion made by Mr. Parent to extend the meeting to 9:15 pm, **second** by Mr. Dunham. **Vote** 5-0 in favor.

- Gary Quintal spoke on definition of junkyard/graveyard and that they all fall under the same definition. Stated that landowner has to comply with deed restrictions.
- Gary Quintal requested Notice to revoke to the Selectboard.

Motion made by Mr. Dunham to extend the meeting to 9:20 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

- Lengthy discussion amongst the Selectboard on the next steps. Selectboard suggested taking this matter back to the Planning Board with some of the issues that arose tonight. Also suggested to have Matthew Curtis meet with the Planning Board Chair, Town Manager and CEO.
- **Motion** made by Mrs. Woodsum to direct the Town Manager, CEO and Planning Board Chair to contact Mr. Curtis to set up a meeting with the Planning Board at large and for this to happen within 30 days to discuss this issue. **Second** by Mrs. Sammons. **Discussion:** Mr. Dunham spoke that this isn't the proper procedure if Matthew Curtis doesn't agree with the motion. **Vote** 4-1, opposed Mr. Dunham.

- **17-101 – Other**

- **None**

Motion made by Mrs. Sammons to adjourn the meeting at 9:21 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.