

Readfield Select Board Regular Meeting Minutes – December 12, 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), Grace Keene, David Linton, Pam Osborn, Deb Doten, Anna Carll, Jerry Bley, Romaine Turyn

Regular Meeting

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

- **17-105 – Minutes: Select Board meeting minutes of November 28, 2016**
 - **Motion** made by Mr. Parent to approve the minutes of the November 28, 2016 meeting as amended, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
- **17-106 – Warrants #25 & #26**
 - Mr. Parent went over the review of Warrants #25 & #26
 - Brief discussion on Blue Tarp Financials/Grant/Plan & Greenwood Emergency Vehicles Inc/Bond Principal.
 - **Motion** made by Mrs. Sammons to approve Warrants #25 & #26 in the amount of \$493,041.07, **second** by Mr. Dunham. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Parent attended the MMA seminar of new elected officials last Tuesday. Very, very informative and very lively group. Recommended everyone attends.
- **Town Manager's Report**
 - Mr. Dyer went over his Town Manager Report dated for December 12, 2016.
- **Treasurer's Report**
 - Mr. Dyer went over the Treasurer's Report as presented in the packet.
- **Boards, Committees, Commissions & Departments**
 - Cemetery Committee minutes of October 17, 2016
 - Lake Regions Mutual Aid Company minutes of October 24, 2016
 - Age Friendly Community Committee minutes of October 19, 2016
 - Conservation Commission minutes of October 11, 2016
 - Readfield Library Board minutes of October 12, 2016
 - Recreation Board minutes of September 28, 2016
 - *Thank you all for submitting your minutes*
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Readfield Select Board Regular Meeting Minutes – December 12, 2016

Appointments and Re-appointments:

- **17-107 – Accept the resignation of Jim Marr from the School Board**
 - **Motion** made by Mr. Bourgoine to accept the resignation of Jim Marr, **Second** by Mrs. Woodsum. **Discussion:** Thank you for serving on the School Board. Selectboard is able to make an appointment to complete the end of this year's term. **Vote** 5-0 in favor.

Unfinished Business:

- **17-099 – 2nd Reading of an Asset Inventory & Capitalization Policy**
 - Mr. Dyer went over the changes that were made to the Asset Inventory & Capitalization Policy
 - **Motion** made by Mrs. Woodsum to approve the 2nd Reading of the Asset Inventory & Capitalization Policy as presented, **Second** by Mr. Parent. **Discussion:** Mr. Dunham asked if we had a full inventory of our assets. Mr. Dyer said we have a good record but some information is missing and would like to work on this in the future. **Vote** 5-0 in favor.
- **17-048 – Hear a summary of the Town Manager review process**
 - Mr. Bourgoine went over the review process of the Town Manager.
 - Mrs. Woodsum pointed out that the Selectboard chose to split the pay and performance part of the review.
 - Discussion amongst the Selectboard regarding what is available to the public and what is personal on the Town Manager review.

New Business:

- **17-108 – Hear an update and consider accepting an easement and trail agreement for the Mill Stream Dam Project**
 - Jerry Bley spoke regarding the two documents, one is a trail easement and the other is a five year trail agreement agreed to by Bob and Helen Bittar. Suggested that these documents be held in escrow until we get final funds to start the project.
 - Mrs. Woodsum spoke regarding if the landowners are able to make the rules and regulations of the trail(s).
 - **Motion** made by Mrs. Woodsum to accept the trail agreement and trail easement as recommended and presented and to be held in escrow until the trails committee funding is complete, **Second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-109 – Consider the renewal of the Age Friendly Community Committee**
 - Romaine Turyn, Chair of Age Friendly Community Committee was present.
 - **Motion** made by Mr. Bourgoine that the Age Friendly Committee continues their initial mission and an ongoing mission to be developed going forward as a regular standing committee of the Town of Readfield. The mission and membership make-up and terms lengths should be developed in the next six months by the committee to be submitted to the Select Board for adoption. The current committee members are hereby reappointed for one year subject to their willingness to continue their valuable work, **Second** by Mrs. Woodsum. **Vote** 4-1, opposed by Mr. Dunham.

Readfield Select Board

Regular Meeting Minutes – December 12, 2016

- **17-110 – Consider a bid award for the Cemetery Tree Work RFP**

- Anna Carll spoke on behalf of the Cemetery Committee with the recommendation that the bid be awarded to Stevenson Solutions.
- Discussion amongst the Selectboard regarding the bids that were received and completion of RFP requirements.
- David Linton spoke regarding that he was shocked no one came to him for input as he is on the Road Committee. He also was concerned of a Conflict of Interest with Stevenson Solutions.
- **Motion** made by Mrs. Woodsum to award the bid to the lowest bidder of Stevenson Solutions, **Second** by Mrs. Sammons. **Discussion:** Concerns from Mrs. Woodsum and Mr. Dunham of the Conflict of the Interest. A disclosure was made to the Cemetery Committee from the Sexton that she personally knows Taylor Stevenson of Stevenson Solutions. This is a recommendation from the Cemetery Committee, presented by the Sexton. Deb Doten spoke regarding the recommendation and explained Anna Carll had no part of the decision making or voting on this bid. **Amendment** to main motion made by Mr. Dunham that the contractor presents a Certificate of Liability Insurance before the work is started. **Vote on amendment** 5-0 in favor. **Main motion** 4-1, opposed by Mr. Dunham.

- **17-111 – Development of Budget and Warrant Goals**

- Mr. Bourgoine: To fold the Selectboard goals from the retreat into the budget as appropriate and fund them as appropriate. Produce a stable town budget with very minimal tax impact. Improve citizen's communications.
- Mr. Dunham: To tailor the budget so that we are doing our government services efficiently and effectively. Provide enough resources and eliminating any waste. Agrees with Bruce to tie our budget with our goals.
- Mrs. Woodsum: The town fund the services that the majority of the voting public desire in the most efficient way. Make sure that the CEO is adequately funded. Figure out, in addition to the others mentioned, a way for us to support the school budget while communicating our desire to not go out of line with what the community wants as well.
- Mr. Parent: More communication between the towns Selectboard and the School Board. See the Selectboard set up a meeting with our State Representatives and start a discussion with promises made and promises not kept. Use some of the carry forward money without draining those accounts to where we get in trouble. See what the committees needs are (reasonable requests).
- Mrs. Sammons: Do something for the library, fix what we have or get a new building. Equipment problems, we seem to spend a lot of time fixing things and really look at the ways we are fixing them and more effective ways. More selective on what we buy for equipment.

- **17-112 – Discussion of a new website platform and service provider**

- Idea is to make the town website more interactive and time effective.
- Mr. Dyer went over the information presented in the packet, as compiled by Robin Lint.

- **17-113 – Revised SWRC Interlocal Agreement**

- Mr. Dyer went over the information of the revised SWRC Interlocal Agreement as presented in the packet.
- Discussion regarding the naming of the facility. Will look further into.
- Discussion on early termination of the agreement and the fees that would be due.
- Final draft expected in February/March timeframe from all three towns.

Readfield Select Board Regular Meeting Minutes – December 12, 2016

- **17-114 – Quarterly goals review (Comp Plan and Select Board)**
 - Mrs. Woodsum went over the Quarterly goals review information as presented in the packet.
- **17-115 – Other**
 - Deb Doten addressed the issues that occurred with the tree bids earlier at tonight's meeting. Suggested a conflict of interest public workshop be setup. A big thank you to Anna for all the hard work she did on the RFP.
 - Future agenda items: Mrs. Woodsum definitely agrees with Deb Doten to have a Conflict of Interest workshop. Would be really useful to have someone come and explain it. Agreed by the Selectboard.
 - Next meeting Tuesday, December 27, 2016. Short, business meeting.

Motion made by Mr. Parent to adjourn the meeting at 8:59 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.