

## **Readfield Select Board Regular Meeting Minutes – October 16, 2017**

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**Select Board Members Present:** Bruce Bourgoine, John Parent, Dennis Price and Kathryn Woodsum

**Excused Absence:** Christine Sammons

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Greg Durgin, Thomas Dunham, Sonya Clark, Rob Peale, Nancy Buker, David Buker, Carolyn Armstrong

### **Regular Meeting**

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

- **18-044 – Minutes: Select Board meeting minutes of September 18, 2017**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes September 18, 2017 as amended, **second** by Mr. Price. **Vote** 4-0 in favor.
- **17-045 – Warrants # 13 - 16**
  - Warrants 13-15 were previously reviewed and approved outside of meeting.
  - Mr. Parent reviewed Warrants 16, 16A, 16B and 15
  - **Motion** made by Mrs. Woodsum to approve Warrants #16, 16A, 16B and 15 in the amount of \$315,947.12, **second** by Mr. Parent. **Vote** 4-0 in favor.

### **Appointments, Reappointments and Resignations**

- **18-046 – Consider the appointment of Marilyn Palmer as Warden for the Town of Readfield**
  - **Motion** made by Mrs. Woodsum to appoint Marilyn Palmer as the Warden for the November 7, 2017 election, **Second** by Mr. Parent. **Vote** 4-0 in favor.
- **18-047 – Consider the appointment of Sonya Clark to the Library Board of Trustees**
  - Sonya Clark was present for her appointment and gave a brief introduction.
  - **Motion** made by Mrs. Woodsum to appoint Sonya Clark to the Library Board of Trustees with a 3 year term starting October 16, 2017 and ending June 30, 2020, **Second** by Mr. Parent. **Vote** 4-0 in favor.
- **18-048 – Consider the appointment of Henry Whittemore to the Trails Committee**
  - **Motion** made by Mr. Price to appoint Henry Whittemore to the Trails Committee for a 3 year term starting October 16, 2017 and ending June 30, 2020, **Second** by Mr. Parent. **Vote** 4-0 in favor.

### **Communications**

- **Select Board Communications**
  - Mr. Price has spoken with the principal from Maranacook Community High School to get the first pledge nominee and try and have them start November 13<sup>th</sup> meeting.
- **Town Staff Reports**
  - Mr. Dyer went over the Cemetery Report, Animal Control Report, and Code Enforcement Officer/LPI Report along with his Town Manager Report and Treasurers Report.

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

- Library Board minutes of July 12, 2017
- Heritage Days Committee – 2017 Event Summary – *Requested to have the committee come forward for their planning for the next Heritage Days event. Mr. Price volunteered to be the Select Board liaison to the Heritage Days Committee.*
- Cemetery Committee minutes of August 16 2017  
*Joint Select Board and Cemetery Committee Meeting/Tour – Cemetery tour on October 28, 2017 at 10:00 am, beginning at the Readfield Town Office – open to the public.*
- Trails Committee minutes of August 22, 2017
- Recreation Board minutes of August 29, 2017  
*Thank you for submitting your minutes*

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

- Greg Durgin mentioned that the revenue and expense lines on the Heritage Days Committee report are reversed.. He spoke regarding the trails committee and that Henry Whittemore is very welcomed and thanked Ken Clark and Rob Peale for all their work on the Esker Trail.
- Tom Dunham spoke concerning the numbers assigned to agenda items and if they stick with the agenda item and mentioned that his August 21, 2017 item 18-017 and September 18, 2017 item 18-032 are for the same item but different numbers. Mr. Dyer responded that they should have been the same and apologized for the miss numbering. He also commented on the way the Board has handled the way they do the appointments and suggested that if there are multiple appointments they have the same agenda item number. He also expressed concerns regarding his appointment to the Road Committee and Allen Curtis appointments and why the appointments were turned down and would like that added to public record.
- Carolyn Armstrong spoke that she has been pestered by phone calls that everyone is unable to hear the meeting tonight and was explained to that there has been technical difficulties due to the cable company.

### Old Business:

- **18-006 – Consider the final project presentation for the Esker Trail by the Trails Committee**
  - Ken Clark reviewed the proposal for the Esker Trail Project as presented in the packet. Rob Peale spoke that there is still flexibility as the trail is being completed to have other loops and trails added. Trail agreements do not have an ending date.
  - **Motion** made by Mrs. Woodsum to authorize the Town Manager to sign the 2 trail agreements for the non-named Esker Trail that is presented in the packet, **Second** by Mr. Parent. **Vote** 4-0 in favor.
  - **Motion** made by Mrs. Woodsum to authorize the trails committee to build the trails and to proceed in building the trails, **Second** by Mr. Parent. **Discussion:** Mr. Price thanked everyone involved for doing this project and all the hard work for making the community better. **Vote** 4-0 in favor.
- **18-040 – Conduct a second reading of a Record Retention and Destruction Policy**
  - Mr. Bourgoine went over the changes made to the policy after the first reading. Review of 4.03 and archived emails. Create “How to Guidelines” that are not included in the policy but useful tips. Send back for changes and further review of approval at an upcoming meeting.

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- **18-041 – Conduct a second reading of a Readfield Messenger Policy**
  - Changes of grammar to be sent to Mr. Dyer. Review of changes by the Select Board. Send back for changes and further review of approval at an upcoming meeting.

### New Business:

- **18-049 – Consider repairs to the Holder sidewalk machine**
  - Mr. Dyer went over the information presented in the packet for the repairs to the Holder sidewalk machine along with research he has done on ways to keep the sidewalks clean at a cost efficient price.
  - Discussion amongst the Select Board regarding the information presented and the repair estimate to the holder. The money is available in the Maintenance Repair Equipment replacement capital equipment account.
  - **Motion** made by Mr. Bourgoine to suspend the purchasing policy in regards to the repairs, referenced to in next motion, **Second** Mr. Price. **Discussion:** Reason being only one place to complete the repairs. **Vote** 4-0 in favor.
  - Pursuant to the previous motion: **Motion** made by Mr. Price to give the Town Manager the spending power for the repairs to the holder side walk machine up to the amount of \$13,000.00. **Second** by Mr. Parent. **Discussion:** Discussion if it goes over the not to exceed amount will it need to be brought back re-vote on amount of spending money. **Vote** 4-0 in favor.
- **18-050 – Conduct a *Public Hearing* and consider a Liquor License for Kent’s Hill School**
  - **Motion** made by Mr. Bourgoine to waive the Public Hearing, **Second** by Mr. Parent. **Vote** 4-0 in favor
  - **Motion** made by Mr. Bourgoine to approve the liquor license for the event that is being held On October 20, 2017 from 5:00 to 10:00 pm held at the Alfond Athletic Center. **Second** by Mrs. Woodsum. **Vote** 4-0 in favor.
- **18-051 – Consider a contract with the Kennebec Valley Humane Society**
  - **Motion** made by Mr. Price to give the Town Manager permission to accept and sign the agreement with the KVHS, **Second** by Mr. Woodsum. **Vote** 4-0 in favor.
- **18-052 – Recognition of Eva Smith for her stewardship of the “Welcome to Readfield” sign**
  - Thank you to Eva Smith for all her hard work and dedication to the sign. Mr. Bourgoine asked if anyone is willing to take over the work at the Welcome to Readfield sign to come forward. Suggested for the Town to work with the rehabilitation of the sign. Mr. Dyer to ask the Maintenance group to see what kind of work needs to be done.
  - **Motion** made by Mrs. Woodsum to direct the Board Chair to send a letter to Eva Smith thanking her for her many years of service on the Welcome to Readfield sign and also ask the Town Manager to ask the town staff to get an evaluation on the repairs to the sign to at least get it through the winter, **Second** by Mr. Parent. **Vote** 4-0 in favor.
- **18-053 – Hear an update on renewable energy options from John Parent**
  - Mr. Parent went over the information he has researched to date on renewable energy. ReVision Energy seems to be the solar company in New England. Mr. Dyer to check into the energy study

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that ReVision will do. Suggested by Mr. Bourgoine to have the Budget Committee look at the financial part of the project.

- **18-054 – Hear an update on Marijuana policy from Dennis Price**
  - Mr. Price gave a brief review; Craig Hickman will be here to be part of the workshop on the current cannabis policies on October 30. Framed as an informational session with a law maker of the policy. How Readfield can benefit, what is the timeline and what is included in the legislature.
  - Suggested by Mrs. Woodsum to ask the Town Manager to put a public service announcement in the Community Advertiser. Mr. Dyer to work with Mr. Price to get the article together.
  - Ken Clark asked how this ended up on the agenda. Mr. Price answered his question in great detail.
  - Information meeting will be on Monday, October 30 at 6:30 pm following the Select Board meeting that will start at 6:00 pm.
- **18-055 – Conduct a *Public Hearing* and consider Automobile Graveyard Permits for:**
  - ❖ Ken's Drag-In Auto, Inc. – 473 Gorden Road
  - ❖ Antique Auto Recycling – 42 Whitcomb Drive
  - ❖ Lucas Auto Repair & Salvage – 113 Plains Road
  - **Motion** made by Mr. Bourgoine to waive the Public Hearing with the recommendation of the CEO approval, **Second** by Mrs. Woodsum. **Vote** 4-0 in favor.
  - **Motion** made by Mr. Price following the CEO recommendations to approve the Automobile Graveyard Permits for Kens Drag In located at 473 Gorden Road, Antique Auto Recycling located at 42 Whitcomb Drive and Lucas Auto Repair & Salvage located at 113 Plains Road, **Second** by Mrs. Woodsum. **Discussion:** All are paid to date. All have done great getting their businesses up to par. Recycling has increased. **Vote** 4-0 in favor.
- **18-056 – Discuss the draft Fiscal Year 2019 Budget Process**
  - Review of draft FY 2019 Budget Process as presented in packet.
  - **Motion** made by Mrs. Woodsum to approve the preliminary meeting and schedule notice for the Budget & Warrant Process for FY2019 with allowances to reasonable consideration due to unforeseen circumstances, **Second** by Mr. Price. **Discussion:** Looking for budget information earlier this year. **Vote** 4-0 in favor.
- **18-057 – Consider a process for the Town Manager Annual Review**
  - Brief review of process as presented in packet. Mr. Bourgoine: Employees, Mrs. Sammons: Board, Committee and Commission Chairs, Mr. Parent: Major Vendors & Inter-Local Partners and Mrs. Woodsum and Mr. Price: Public.
  - **Motion** made by Mrs. Woodsum to authorize Mr. Bourgoine as the Board Chair to initiate the process for the Town Manager annual review, **Second** by Mr. Parent. **Vote** 4-0 in favor.

**Motion** made by Mr. Price to adjourn the meeting at 8:58 pm, **second** by Mr. Parent. **Vote** 4-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*