

Readfield Select Board

Regular Meeting Minutes – January 22, 2024 – Approved

Select Board Members Present: Kathryn Woodsum (Chair), Sean Keegan (Vice Chair), Steve DeAngelis, Carol Doorenbos, Dave Linton

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Jaaron Shaw, Martha Staskus (Norwich Solar), Paula Clark (Planning Board Chair), Matt Seems (Town Maintenance), Kevin, Grace Keene, Jennifer, Pat Clark

Executive Session (5:30)

- To have the Select Board hold an Executive Session for the purpose of discussing personnel matters, specifically an annual review of the Town Manager, pursuant to 1 MRSA, Section 405, subsection 6(A).
 - **Motion** to enter into executive session and invite the Town Manager made by Sean, **seconded** by Steve, **vote 5-0** in favor with Carol verbally affirming via Zoom. All Select Board members present.
 - **Motion** to close the executive session at 6:35pm made by Sean, **seconded** by Steve, **vote 5-0** in favor.

Pledge of Allegiance (6:40)

Regular Meeting Items - 5 min.

- 24-087 - Minutes: Select Board meeting minutes of January 8, 2024
 - **Motion** to approve the minutes made by Dave as amended **seconded** by Sean **vote 5-0** in favor
- 24-088 - Warrants: #31-32
 - **Motion** to approve warrants #31-32 in the amount of \$79,277.86 made by Kathryn **seconded** by Dave **vote 5-0** in favor

Communications - 25 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - None
- Staff Communication - 5 min.
 - Town Manager's Report – Presented by Eric at the January 8, 2024 meeting and attached to that respective agenda. Eric had one update to the Town Manager's Report; we are moving forward with the foreclosure process on 11 liens, as required by state law. Notices have gone out to those residents, they will have until the end of February and typically when they receive the notices they come in and pay. The town will work hard not to acquire any properties.
 - CEO Quarterly Report (October-December) – Presented by Eric, attached to the agenda. Kathryn thanked Chip for a well written report.
- Boards, Committees, Commissions & Departments - 5 min.
- Board and Committee Minutes (listed separately)
- Public Communication - Members of the public may address the Select Board - 10 min.
 - None

Old Business - 35 min.

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- 24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.
 - Steve reported that the Fairgrounds Working Group Public Meeting last week went really well, he feels this phase of the project is going well and the group feels close to their final plan. Steve also mentioned the group itself is doing a phenomenal job. Carol was also very impressed with the presentation. Carol thinks the project shows that Readfield is a family friendly town. She would like to see a couple of handicapped spots put in down closer to the ballparks.
- 24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.
 - Still scheduled for the Public Hearing February 20, 2024 at 6:30pm. The engineers have submitted their preliminary design proposal for the DOT to review and it is currently under review, we should get it back next week and have everything ready for the Public Hearing.
- 24-047 - Select Board action item reporting - 5 min.
 - Kathryn thanked Paula for meeting with her and Eric last week.
 - Steve – No changes, he will report numbers of people utilizing the new programs at the RSU at the next Select Board meeting.
 - Dave & Sean – Met with the Library Board Wednesday night and discussed a programming director that would work out of the library. Thursday night they gave the same information to the Recreation Board at their meeting. Sean explained a key point that this position is supplemental to assist the town’s volunteers with what they are already accomplishing, with added structure and exposure. Sean and Dave will also get with Age Friendly to discuss their programming and they will have more information soon.
 - Carol – Considering names for a page she is putting in the messenger to highlight local businesses in town and she will be inviting other businesses to participate. Carol met with Linda and Warren Barter who own Barter Farm on the Luce Road, which will be the first business to showcase for the new messenger page. Carol is also encouraging local businesses to make sure their contact information is up to date with the town business listing and also drop off business cards and fliers to include in the welcome packets being given to new residents in town.
- 24-084 - Consider Commercial Hauler Permits for the Readfield Transfer Station - 5 min.
 - **Motion** to approve the application for Commercial Haulers Permit for Simmons Trucking made by Dave, **seconded** by Steve, **vote 5-0** in favor
 - Kathryn asked Eric to request Archie’s to provide the slips he gets from Waste Management in Norridgewock to the town for auditing purposes.
- 24-085 - Consider a potential Special Town Meeting to address Overlay Zoning requests - 15 min.
 - Paula summarized the two applications and the process so far with both applications to the Select Board. Paula also provided a report which is included in the agenda packet. Kathryn asked if the CID rezoning is approved by voters, what the time frame for the applications would be once they get to the site review process; Paula answered that it would follow the normal site review process. It ultimately comes down to how prepared the applicant is and how thorough their application is. Eric put together the warrant language for the Special Town Meeting; he has sent it for legal review and is awaiting response. Eric suggested approval of the warrant language subject to legal review and edits to keep the timeline moving forward for the applicants. Carol asked for clarification on the process for a Special Town Meeting as well as the location. Kathryn responded that Kents Hill School is our designated voting location and that there are different options for how we vote (show of hands, paper ballot, etc.); Eric suggested we start with a show of hands. Select Board members are not required to attend.
 - **Motion** made by Sean to approve the Special Town Meeting warrant for Tuesday, February 27, 2024 pending legal review, **seconded** by Dave, **vote 5-0** in favor

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- **New Business - 50 min.**

- 24-089 - Consider replacement of the F550 maintenance truck - 20 min
 - Matt put together a report which is attached to the agenda, there were a couple areas that he was awaiting quotes from dealerships, Eric has the most up to date version of the report. Matt discussed the history of issues the town has had with the truck and its unreliability. Looking for comparable gasoline truck in payload and size, we would not lose any capacity with a gasoline truck but would eliminate the issues with diesel. He looked at Chevrolet and GMC, however their weight capacity in the price range and size range was incompatible. This leaves Ford and Dodge as options for replacement. The electrical capacity system needed is higher than what Dodge offers, and the prices are higher with order times at 4-9 months. The 2024 Ford F550 would be the best option, will need to be ordered and that can take up to 4 months. The lowest price for an F550 comes from Arundel Ford. Matt recommends a Ford F550 special ordered from Arundel Ford with completion done by Bangor Truck Equipment with an extended warranty. Extended warranty is 72 months or 75k miles, \$100 deductible, bumper to bumper on the chassis. We do already have \$6k in the budget this year to replace the Polycaster, as well as \$78k in reserve, and \$5800 in our lease reserve. Eric's recommendation is to look at a 3-5 year lease for the chassis and dump body and an outright purchase of the plow package and warranty. We paid the last lease payment for the current truck this year, so we would be rolling into another lease. When we sell the old truck, Eric recommends the money made off the sale of the current truck go into the lease reserve to pay off a portion of the new lease and minimize impacts on tax payers. Ultimately a new vehicle purchase will result in 30-\$40k in new debt.
 - Sean asked if a smaller truck like an F350 would suffice as it would be cheaper to purchase and maintain. Dave added that parts are very expensive, and confirmed with Matt if the sander is due to be replaced, which it is. Matt discussed what is hauled each season with the current truck. Kathryn asked how the bobcat is moved, Matt responded that it is kept at the Transfer Station and is currently driven on the road to different locations. We do have a trailer to haul the Bobcat but it has been out of service for at least two years. An F350 would be able to haul the trailer with the bobcat when the trailer is useable again. Dave and Sean would like to see a price out of an F350. Steve agreed and would also like to see the comparison. Kathryn commended Matt on his research so far and a job well done on his report. Kathryn stated that the board agrees to move forward with a new truck.

- 24-090 - Consider a first draft of the municipal budget for the 2024-2025 Fiscal Year (FY25) - 25 min.
 - Eric included a full line-item budget in the agenda packet. He is still receiving numbers from committees. We currently have some information, awaiting some information and awaiting the audit, but there is good progress being made. The accounting process is changing this year as suggested by the auditors. We do expect a healthy increase in property values at about 1%. Excise tax revenue stream is dropping because vehicle sales are lagging which possibly equates to a \$50k decrease. We expect to see a 6-8% increase in the County and RSU budget. We also expect an increase around 5% in the municipal budget. The cost of third-party service providers services are also expected to increase. Addition of a parttime seasonal programming coordinator may also increase the budget by approximately \$20k. Eric also suggested we budget significantly higher for our infrastructure budget. Kathryn requested that once Eric has a viable figure for a programming director to bring it to the board to vote on. The Select Board will meet with the Budget Committee January 31, 2024 to discuss the capital improvement plan.

- 24-091 - Discuss the Town Manager Annual Review and consideration of a Contract Renewal - 5 min.

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- **Motion** to approve the contract as discussed with a change of - if the town manager is released without cause he will continue to be paid for a period of 6 months. Alternatively, he has to give the town 6 months' notice, if and before, he chooses to leave, **seconded** by Sean, **vote 5-0** in favor.

Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.

Motion to adjourn at 8:30pm made by Sean, **seconded** by Steve, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary