

Readfield Select Board
Regular Meeting Minutes – March 11, 2024 – Approved

Meeting Video Available [HERE](#)

Select Board Members Present: Kathryn Woodsum (Chair) arrived at 7:35pm, Sean Keegan (Vice Chair), Carol Doorenbos, Dave Linton, Steve DeAngelis

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Ben Rodriguez (Sexton), Brandon Fike, Jaaron Shaw, Grace Keene, James Bourne, Lori Nolette, Ron Smith (RHR Smith)

Pledge of Allegiance (6:30)

Regular Meeting Items - 5 min.

- 24-108 - Minutes: Select Board meeting minutes of February 26, 2024
 - **Motion** to approve as amended made by Dave, **seconded** by Steve, **vote 4-0** in favor
- 24-109 - Warrants: #37-38
 - **Motion** to approve Warrants #37 & 38 in the amount of \$75,234.79 made by Carol, **seconded** by Steve, **vote 4-0** in favor

Communications - 40 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - Carol asked if it would be possible to use undesignated reserve funds to help pay for the new maintenance truck to avoid a lease purchase. Eric responded that use of the undesignated funds would need voter approval to be spent.
- Staff Communication - 15 min.
 - Town Manager’s Report – Presented by Eric and attached to the agenda
 - Treasurer’s Report (April) - Presented by Eric and attached to the agenda
- Boards, Committees, Commissions & Departments - 10 min.
- Board and Committee Minutes (listed separately)
- Public Communication - Members of the public may address the Select Board - 10 min.
 - None

Workshop - 30 min.

- The Select Board will meet with representatives from RHR Smith & Co. to discuss the Fiscal Year 2023 Audited Financial Statements - 30 min.
 - Ron Smith – Previously, funds were pooled in the general fund, the town began the process of separating funds; pulled reserve funds out of general fund, moved the balance of special revenue funds and capital projects funds as of 6/30/22. Activity is still showing in this year’s budget but the activity will reside in 23/24 and will match the equity that was tied up in the general fund. We also restructured the chart of accounts to better reflect these changes. Eric added that we are in a transition period and the audit reflects that and also shows the direction we’re going in. Starting to see general fund balances for municipalities and schools etc., level out. The goal is to end the year with 90 days of operating funds in the general fund. The state has ARPA funds trickling down from the Pandemic that need to be used by December 2024. Sean added that the treasurer’s reports reflecting these changes have helped make this report make more sense.

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Readfield has a great standing financially. Carol asked if this level of detail would continue in future audits, Ron answered the level of detail will be forever maintained.

Old Business - 60 min.

- 24-043 - Hear and consider an update on the Fairgrounds Project - 10 min.
 - The Fairgrounds Working Group met last Thursday. They reviewed the Articles for the warrant Eric gave them; didn't change anything. The Article for the LWCF fund is a federal grant; "state" funds language was removed. Made those changes to articles and commitment and reiterated that money will not come from tax dollars as mentioned in last year's warrant. Some FWG members have volunteered to do some fundraising. Carol asked if the committee has allocated funds for specific things. Steve answered they have not as they are just beginning fundraising; it is difficult to determine what the exact needs will be. A separate committee will handle the fundraising.
- 24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.
 - Eric mentioned most of it in his Town Managers' Report; he did submit a second quarterly reimbursement request from the State, we are continuing to receive funds back for the 80% match. Also spoke with MDOT after the meeting and looked at practical vs impractical options. The rock wall at the entrance may or may not be removed depending on the cost relative to the benefit. The speed tables do not seem like a viable measure to reduce overall impact on vehicles but would reduce the cost of project possibly upwards of \$50K. Just have one speed table for now and see how that pans out. Will make a few more changes and presenting a version of the plan as part of the Town Meeting vote.
 - Carol would like to keep sides open for bike traffic. The speed bump that is Carol's least favorite is the speed table where pedestrians cross. Eric responded that we are using federal dollars so we need to follow federal guidelines. Traffic calming is one of the priorities in putting all of this in.
- 24-047 - Select Board action item reporting - 5 min.
 - Steve – Walked the school trails with Rob Peale and other Trail Committee members, to evaluate how to make those trails more accessible and connect to town trails, and better maintained.
- 24-090 - Consider a Draft Fiscal Year 2025 Budget and June 11, 2024 Town Meeting Warrant - 30 min.
 - Eric reviewed the draft Warrant (attached to the agenda). The Board discussed the Warrant Articles:
 - Article 5 had a typo of 8% which should show 8.5%
 - Break out Programming coordinator position this year
 - Article 10 left out, Article numbers will be adjusted
 - Article 12 Eric will check if we can reference grant funding in the language
 - Article 13 does not have a specified amount and but there will be an explanation document in the Warrant mailer before Town Meeting to explain why
 - Article 30 remove the language 'continued restoration'
 - Open Space is not an article in FY25's Warrant because no taxpayer funds will be added to it this year. There is money in that fund currently and it will likely be back on the Warrant for the following budget year.
- 24-103 - Consider proposals for Cemetery tree work - 5 min.
 - Ben Rodriguez presented a condensed, filtered down report for Cemetery Tree Work RFP as requested by the board at the previous meeting. Ben recommended the town go with Stevenson

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Solutions as they had the lowest bid. Carol asked if a three year contract could be established for this RFP, Eric said it could but multi-year contracts are usually awarded for jobs with a more fixed definition of scope of work. Dave added that with this particular job, it is ever changing and evolving and it could be difficult to nail down specifics for a three-year contract.

- **Motion** to award the Cemetery Tree Work RFP to Stevenson Solutions made by Sean, **seconded** by Steve, **vote 4-0** in favor.
- 24-104 - Consider a second reading of the revised Solid Waste and Recycling Ordinance - 5 min.
 - **Motion** to approve the current Solid Waste & Recycling Ordinance made by Kathryn, **seconded** by Dave, **vote 5-0** in favor
 - **Motion** to extend the meeting 15 minutes made by Sean, **seconded** by Kathryn, **vote 5-0** in favor

New Business - 10 min.

- 24-110 - Consider road sweeping service proposals - 5 min.
 - Eric recommends Ellis Construction. Ellis Construction did a nice job last year for the town.
 - **Motion** to approve the contract proposal from Ellis Construction for the next three years (2024-26) **seconded** by Sean **vote 5-0** in favor
- 24-111 - Consider a multi-town collaborative housing grant opportunity - 5 min.
 - Discussion between board members was divided, some felt it was a good idea as a preparatory measure for future regional growth and others felt that the other towns involved are not comparable to Readfield's rural nature and may not be needed at this time due to the Planning Board and NorthStar's thorough work implementing LD2003 into Readfield's LUO for town vote.
 - **Motion** to extend the meeting by 5 minutes made by Kathryn, **seconded** by Sean, **vote 5-0** in favor
 - **Motion** made by Kathryn to accept the grant opportunity as presented **seconded** by Steve **vote 2-3**, motion does not pass.

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

- Quarterly Meeting Calendar review
 - April 1st meeting to take the place of the March 25th & April 8th meetings
- Certified Ratio (Assessors, April 1)
- Spirit of America Award Nominations (upcoming)
- **Motion** to adjourn at 9:20pm made by Steve, **seconded** by Sean, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary