

Readfield Select Board Regular Meeting Minutes – July 24, 2023 – Approved

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

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Boards Secretary), Chip Stephens (CEO), Melissa Small (Librarian) Brandon Fike, Cristobal Alvarado, Peter Bickerman, Pam & John Mitchell, George O'Connor, Joel Parker, Bill Starrett, Liz Glover, Grace Keene, Paula Clark, Jack Comart, Ellen Schneider

Pledge of Allegiance

Regular Meeting Items - 5 min.

- 24-001 - Minutes: Select Board meeting minutes of June 20, 2023
 - **Motion** made by Sean to approve as amended **seconded** by Steve **vote 5-0** in favor
- 24-002 - Warrants: #51-55 (FY23), and 1-5 (FY24)
 - **Motion** made by Sean to approve Warrants 51 & 52 in the amount of \$104,620.95 **seconded** by Dave **vote 5-0** in favor
 - **Motion** made by Sean for Warrant 53 in the amount of \$356,369.75 **seconded** by Kathryn **vote 5-0** in favor
 - **Motion** made by Sean for Warrant 54 in the amount of \$8,708.43 **seconded** by Kathryn **vote 5-0** in favor
 - **Motion** made by Sean for Warrant 55 in the amount of \$18,383.70 **seconded** by Steve **vote 5-0** in favor
 - **Motion** made by Sean for Warrants 1 & 2 in the amount of \$424,885.62 **seconded** by Dave **vote 5-0** in favor
 - **Motion** made by Sean for Warrants 3 & 4 in the amount of \$ 66,345.06 **seconded** by Carol **vote 5-0** in favor
 - **Motion** made by Sean for Warrant 5 in the amount of \$617,591.00 **seconded** by Kathryn **vote 5-0** in favor

Communications - 30 min.

- Select Board Communications - 15 min.
 - Members of the Board may present general information - 5 min.
 - Kathryn – Shared recommendations for running productive meetings: Roberts Rules, come prepared, read the entire agenda packet prior to the meeting. Select Board policy requires board members to contact the town manager prior to the meeting for questions and concerns. Please be proactive and come with solutions in mind and present them positively, utilize ‘Select Board Communications’ time for upcoming events and thanks etc., use the future items at the end of the meeting for other issues. Select board retreat is the time to discuss the coming year.
 - Carol – Commemorated Milton Wright’s passing and all he did for our town; he will be missed.
 - Select Board Meeting Protocol and Policy - 5 min.
 - Eric discussed streamlining the public participation process with the Select Board leading by example. Reminder that the Standards of Conduct are on the wall in Giles Hall. He

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suggested accomplishing things with minimal conflict, and to speak to each other civilly. Personnel matters for staff and volunteers should not be discussed during Select Board meetings. Eric is available to discuss personnel matters outside of the meetings.

- Public Communications Policies
 - Kathryn would like to add parts of the Lewiston policy to soften the language in our current policy. She will distribute to the board what she comes up with.
- Staff communication - 5 min.
 - Town Manager's Report – See attached
 - Treasurer's Report - June
- 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.
 - Cristobal Alvarado – Came to the Select Board as he does not feel that his concerns with RSU #38 are being heard by the School Board.
 - Joel Parker – Concerned the Fire Department staffing is being limited due to the requirement of the Covid vaccine. Would like to see Readfield's Fire Department not require the vaccine.

Appointments, Re-appointments, and Resignations - 15 min.

- 24-003 - Consider the resignation of Michelle Fiori from the Library Board of Directors
 - **Motion** regretfully made by Sean **seconded** by Steve **vote 5-0** in favor
- 24-004 - Consider the resignation of Patricia Gordon from the RSU #38 Board
 - **Motion** regretfully made by Sean **seconded** by Steve **vote 5-0** in favor
 - The Select Board directed the Town Manager to advertise the appointment opening beginning tomorrow, with applications due by Wednesday, August 16, 2023. A regular appointment application will be used in this case. This will be a temporary term until the next Town Meeting in 2024.
- 24-005 - Consider the re-appointment of Ellen Jane Schneiter to the Budget Committee
 - **Motion** made by Sean beginning tonight through June 30, 2026 **seconded** by Steve **vote 5-0** in favor
- 24-006 - Consider the re-appointment of Michael Laberge to the Road Committee
 - **Motion** made by Sean beginning tonight through June 30, 2026 **seconded** by Carol **vote 5-0** in favor
- 24-007 - Consider the re-appointment of George O'Connor to the Planning Board
 - **Motion** made by Dave to appoint George to a full-time position from tonight through June 30, 2028 **seconded** by Kathryn **vote 5-0** in favor.
- 24-008 - Consider the appointment of the following applicants to one regular Planning Board position and two alternate Planning Board positions:
 - Peter Bickerman
 - Brandon Fike
 - John Mitchell
 - **Motion** made by Steve to appoint:
 - Peter as a full time member (beginning tonight until June 30, 2028)
 - Brandon as an alternate (beginning tonight until June 30, 2027)
 - John as an alternate (beginning tonight until June 30, 2028)

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- **Seconded** by Kathryn **vote 4-1** with Carol opposed.
- **Motion** amended by Steve to have everyone complete 5-year terms ending in 2028, **seconded** by Carol, **vote 5-0** in favor.
- 24-009 - Consider the appointment of Peter Thompson to the Kennebec Regional Development Authority
 - **Motion** made by Carol for one year appointment and to waive the notice for the need to appear **seconded** by Dave **vote 5-0** in favor.

Old Business - 15 min.

- 23-127 - Discuss the August 11-12 Heritage Days celebration - 5 min.
 - The schedule is printed and available at the Town Office as well as posted online. Thanks to Dennis Price for getting this project together. Volunteer appreciation Community Pot Luck on Saturday has been added for the volunteers and Spirit of America awards. We have three Spirit of America award winners this year.
- 23-143 - Discuss Select Board policy on “Capital Reserve” accounts and warrant articles - 10 minutes
 - Marty Hanish attended to discuss a new refined option for capital reserve accounts and warrant articles. Dave suggested an option to allow the board to break something out outside of the general guideline in the policy. Kathryn suggested more clear and concise communication of the warrants as soon as possible. Eric noted that the capital improvement plan is good but could be better with a clearer presentation of the process.
 - Carol **motioned** to accept this policy as stated by Marty **seconded** by Steve, **vote 5-0** in favor.
 - **Motion** to extend the meeting at 8:27pm for an additional 30 minutes **seconded** by Dave, **vote 5-0** in favor.

New Business - 45 min.

- 24-010 - Consider a revision to the Land Use Fee Schedule - 10 min.
 - **Motion** made by Sean to approve and accept the updated fee schedule presented by CEO Chip Stephens **seconded** by Steve **vote 5-0** in favor
- 24-011 - Consider proposals for intersection work at the Nickerson Hill Rd. and P-Ridge Rd. - 10 min
 - **Motion** made by Sean to reject bids for current RFP and instruct the town manager to reach out to the lowest bidder to hopefully work out a less costly solution that all parties can agree on, **seconded** by Steve **vote 5-0** in favor.
- 24-012 - Consider a Resolution of Intent and Fire Apparatus Proposal for the purchase of an E-1 Freightliner Pumper Fire Truck from Greenwood Emergency Vehicles - 10 min.
 - **Motion** made by Sean to accept the resolution and sign as presented and engage Eric in signing the contract, **seconded** by Carol **vote 5-0** in favor.
- 24-013 - Consider the following scheduling items - 10 min.
 - Financial Calendar and Warrant Review – Monday nights or Tuesday mornings
 - Summer Residents Meeting (August 4th at 5pm proposed) – Dave and Kathryn will attend
 - Annual Select Board Planning Retreat (September 25th at 5pm proposed) – Confirmed for September 11th at 5:30pm
- 24-014 - Consider a ballot for the Maine Municipal Association Annual Election - 5 min.
 - **Motion** made by Sean to have Eric sign **seconded** by Steve **vote 5-0** in favor

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Other Business, Upcoming Meetings, and Future Agenda Items - 10 min.

Carol – Would like to address Covid vaccine policy for the Fire Department and get a roster. Can get with Lee to discuss the state policy which is what is driving the town's policy. Carol would like to see the policy however it could be privileged information. Possibly Lee could give a statement to more specifically what the town policy is based on. Eric will collect and distribute the Fire Chief's policy.

Motion to adjourn made by Sean at 9:00pm **seconded** by Steve **vote 5-0** in favor.

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary