

Readfield Select Board

Regular Meeting Minutes – November 13, 2023 – 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), Bruce Hunter (Conservation Commission Chair), Paula Clark (Planning Board Chair), Jackie Drouin (Library Board of Trustees Chair), Jerry Bley (Fairgrounds Working Group Leader), Hannah Flannery (Recreation Board Chair), Andy Tolman (Budget Committee Chair), Mike Laberge (Road Committee Chair), Rob Peale (Trails Committee Chair), Elaine Katz, Grace Keene, June & John Cotnoir (Weathervane Restaurant & Lounge)

Pledge of Allegiance

Annual Chairs Meeting - Workshop (6:30) - 60 min.

Eric thanked the board and committee chairs for attending and expressed his appreciation for all that they do for the town. Eric also went over the Boards, Commissions, and Committees (BCC) and municipal staff matrix so each BCC knows which staff member to contact for assistance or information. Eric also sent out the Comprehensive Plan matrix to BCC Chairs and advised them to find their respected portion and share with the other members on their BCC. Sharing can be done by printing or electronically. Kathryn mentioned each staff member's assigned BCC.

- Comprehensive Plan Goals and Implementation Select Board Goals
 - Select Board goals were attached to the packet in the minutes for the Select Board Retreat on September 11, 2023. The Select Board would like the other BCCs go over those goals to see how they may contribute to or may be affected by those goals. Kathryn read a statement she wrote encouraging all BCCs, staff and the Select Board to work together and compromise in order to attain the goals everyone worked so hard to put together in the Comprehensive Plan. She also mentioned the updated Public Policy of Participation with key notes such as not speaking about employees at Public Meetings as it is against the law.
- Open Space Plan Update Process
 - Bruce Hunter briefed the board that Jaaron Shaw is building a spreadsheet with detailed information on all open space/areas in town that they can send out to Select Board members. It was discussed that maybe a representative or two from each of the following committees could form a committee to update the Open Space Plan; Conservation Commission, Trails Committee, Recreation Board, Age Friendly Community Committee, and the Cemetery Committee. There are some professional services funds available for planning services. Sean suggested waiting for the Fairgrounds Working Group to wrap up their mission prior to creating a new working group for Open Space since there will likely be a lot of the same volunteers interested in the Open Space updating. Bruce, Jerry, and Sean all agreed that next summer would be a good time to get things moving, with advertisements and appointments forming in April/May/June.
- Recreation Programming and Potential Staffing
 - There are a huge number of children participating with four towns coming through the Readfield Town office signing up for sports, which takes a lot of staff and volunteer time. Currently the Recreation Board has commissioners for each of the current 4 sports and that is very time consuming during those seasons which makes it difficult to add more sports (which have been

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requested). The board discussed getting support from the other towns who are benefitting from Readfield Recreation. Having a logistics person could be very beneficial for the Rec program and that would include Age Friendly, the Library, the Fairgrounds and Beach. Eric suggested that could be a part time year round position.

- Minutes and Agendas
 - Both minutes and agendas are coming in much quicker, unapproved minutes are also being posted to keep the public current on what is happening in town and maintain transparency.
- Annual Reports
 - Annual Reports are coming up, Kristin will need those in March and they should reflect the previous fiscal year ending in June.
- Staff Support for Boards Committees and Commissions
 - Previously discussed in the BCC and Municipal Staff Matrix presented by Eric.

Regular Meeting Items (7:30) - 5 min.

24-056 - Minutes: Select Board meeting minutes of October 30, 2023

- **Motion** made by Kathryn to approve the minutes as amended, **seconded** by Sean **vote 5-0** in favor

24-057 - Warrants: #21-22

- **Motion** made by Sean to approve Warrants #21-22 in the amount of \$508,924.73, **seconded** by Dave **vote 5-0** in favor

Communications - 20 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - Steve – Thank you to Anjelica for organizing the Veterans Day Ceremony and delivering the welcome.
 - Carol – Giles Hall was transformed and very patriotic and thank you also to the Boy and Girl Scouts, the Library, Chris and Maya Montagna and everyone who contributed to Readfield's Veterans Day Ceremony to make it a special day.
- Boards, Committees, Commissions & Departments - 5 min. Board and Committee Minutes (listed separately) - None
- Public Communication - Members of the public may address the Select Board - 10 min. - None

Old Business - 15 min.

24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.

- Steve – Last week Jerry went to Facilities Committee meeting and he said the conversation was cordial and they were interested in working with us but not on the basketball court, they did not feel they had a place to put it as the areas previously reviewed are already being used for other things. Next meeting Tuesday November 21.

24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.

- Eric – Tuesday January 16, 2024 will be the third Public Hearing to continue process of public input and planning. Progress made with engineers, developing 50% plan. Coordination with utilities has begun.

24-047 - Select Board Retreat action-item reporting - 5 min.

- Sean and Dave updated during the Chairs meeting. Carol reached out to the Fire Department to use the sign to promote the Veterans Day Ceremony, Chief Mank assisted in getting the message on the board.

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Kathryn would prefer Select Board members do not have access to different town buildings and facilities and would like to get a set of letters for Carol so she can do the sign without help from the Fire Department.

New Business - 40 min.

24-059 - Consider a Liquor License Renewal for the Weathervane Restaurant and Lounge - 5 min.

- No signature on the application – **Motion** to waive the Public Hearing made by Sean for John and June of North Shore Restaurant Corporation **seconded** by Steve **vote 5-0** in favor
- **Motion** to approve once application is complete made by Dave pending signatures in blue ink **seconded** by Sean **vote 5-0** in favor. June and John appeared at the meeting to sign the application, followed by the Boards signatures.

24-060 - Consider steps for Comprehensive Plan Implementation - 10 min.

- Hold a review quarterly either before or after the Select Board quarterly meeting. It may be difficult to get volunteers for this committee. May be able to give it 6 months to a year to get it up and running. Be a good thing to revisit at the 2024 Select Board Retreat.

24-061 - Consider the format of the June Town Meeting Warrant - 5 min.

- Discussion on capital items, donations, and inclusion of edits of warrant articles for transparency.

24-062 - Consider draft revisions to the Administrative Ordinance - 10 min.

- **Motion** made by Steve to accept the revised Administration Ordinance, **seconded** by Dave, **vote 5-0** in favor.

24-063 - Consider draft revisions to the Property Tax Assistance Ordinance - 10 min

- **Motion** to approve the Ordinance for Property Tax Assistance program but with a change to the amount in 5b to \$500, **seconded** by Dave, **vote 5-0** in favor.

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

- Kathryn – Emails between Select Board members to the whole board are prohibited as it qualifies as a meeting. If you want to send an email to all members you can write an email to Eric and have him distribute the information, or you can write the same email and send it out four separate times to each member.
- Next meeting November 27, 2023 and December 11, 2023.
- Kathryn can stop in and sign the state warrant weekly since she is typically nearby if that is easier for members of the Board.
- **Motion** to adjourn at 8:50pm by Sean, **seconded** by Steve, **vote 5-0** in favor.

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary