

Readfield Select Board
Regular Meeting Minutes – December 11, 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), Brandon Fike, Grace Keene

Pledge of Allegiance

Regular Meeting Items - 5 min.

- 24-072 - Minutes: Select Board meeting minutes of November 27, 2023
 - **Motion** to approve the minutes as presented made by Sean, **seconded** by Dave, **vote 5-0** in favor
- 24-073 - Warrants: #25-26
 - **Motion** to approve the warrants #25-26 in the amount of \$471,737.92 made by Sean, **seconded** by Dave, **vote 5-0** in favor

Communications - 30 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - Carol – Good job Dale Potter-Clark and her team for Christmas through the Ages event, huge success, over 100 people attended. Kathryn added that the Library and Melissa Small did a wonderful job as well.
 - Sean thanked the Library for the tree lighting event, the middle schoolers for caroling and Steve DeAngelis for donating the tree, there was a great turn out for this event also.
- Staff Communication - 10 min.
 - Town Manager’s Report – Presented by Eric and attached to the agenda
 - Treasurer’s Report (November) – Presented by Eric and attached to the agenda
- 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

Appointments, Re-appointments, and Resignations - 5 min.

- 24-074 - Consider the appointment of an Alternate Member to Full Membership on the Planning Board
 - **Motion** to appoint Brandon Fike to Full Membership on the Planning Board to replace George O’Connor, beginning tonight through June 30, 2028 made by Sean, **seconded** by Carol, **vote 5-0** in favor

Old Business - 30 min.

- 24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.
 - Steve updated the board on the Fairgrounds Project and included a progress report in the agenda. The Fairgrounds Working Group is working with Regina Leonard, architect, and Rick Dunton,

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an engineer, to discuss a basketball sports-field; its design and cost. Their next Public Meeting will take place January 17.

- 24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.
 - Eric confirmed the next meeting for the Church Road Sidewalk Project is January 16. He included a draft letter to residents in the agenda packet. Eric expressed that the engineers are getting into the finer details of the project such as drainage and such.
- 24-047 - Select Board action item reporting - 5 min.
 - Steve, Dave, and Carol – Have not progressed this month but will have something for the next meeting
 - Sean – Started the conversation with the Rec Board and will attend the Library meeting in January to collect data in regard to the potential need for a Community Programming Director. Dennis Price attended the last Select Board meeting to go over Heritage Days planning and Sean will get Dennis' Heritage Days reference folder.
 - Kathryn – Has been in touch with Paula Clark. Paula, Eric and Kathryn will meet to discuss and review ordinances and policies. None of the older Ordinances Kathryn had been asking about have been pulled into the LUO, some may need revision and others may be fine with just a review. Kathryn also mentioned the Library work done by Town Maintenance personnel is coming together and looks really nice. Huge thanks to Eric for making this project happen.
- 24-071 - Consider draft revisions to the Warrant Article Petition Policy - 15 min.
 - Kathryn and Sean met with Eric after the last meeting and discussed in depth and detail to reflect the discussion at the meeting the evening before. They concluded that the increase threshold would be set to 5% and there will be more accountability such as potentially being requested to attend a Select Board Meeting and sending an invoice each year. May also group like items together in the Warrant. After some discussion, the Board decided to make a couple of edits to number four under Policy and come back to this Policy at the next meeting.

Workshop - 30 min.

- Emergency Operations Plan Review / Tabletop Discussion with Chief Mank
 - Chief Lee Mank is out sick this evening so the Tabletop Discussion is postponed. There is a required training done in person, G402, must be completed at the Town Office or County offices. Replaces some of the ICS training courses. Eric will be working with nearby towns and the County to get training scheduled for all Board members. Chief Mank requested the Board discuss how communication went during the Lewiston Crisis, which will occur when Lee can meet with the Board. They will also discuss other things such as speeding problems in town and severe weather. Eric mentioned that town staff did complete updates to all appendices and the website will also be updated.
 - **Motion** to accept the updates to the EOP made by Sean, **seconded** by Steve, **vote 5-0** in favor

New Business - 45 min.

- 24-075 - Discuss initial Capital Investment Planning priorities - 20 min.
 - Eric included a couple of documents to the agenda. FY24 estimated reserve balances – will have solid numbers after the audit in February or March. Eric added a column for estimated tax impact for each Capital Improvement. Eric summarized the priorities listed in the Planning Summary. Carol mentioned the ARPA funds that are available until 2026; Eric suggested the Board look

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into spending that money sooner than later, as it could go towards some large projects. They also discussed several other projects regarding cost versus reserve amounts. Kathryn suggested Eric add a key at the bottom of the document to explain the columns a little more in depth. Kathryn also suggested changing ‘build’ to ‘build new’ column for transparency.

- 24-076 - Consider a draft Disposition of Tax Acquired Property Ordinance - 15 min.
 - Eric made many edits and improvements to the Ordinance with the State Statute in mind. He is looking for Select Board input before he brings it to legal review. The big change is that money made from the sale of tax acquired property pays the back taxes and legal fees, but the remaining sale proceeds go to the former owner.
 - **Motion** to ask Eric to have a legal review done on the Disposition of Tax Acquired Property Ordinance **seconded** by Carol **vote 5-0** in favor.
- 24-077 - Consider a process for the Town Manager Annual Review - 5 min.
 - One change, Eric did a mockup of an electronic survey on Survey Monkey as a paperless form for his annual review to be sent to vendors, boards and committees chairs, and employees. Both hard copy and electronic will be provided for the public. Prospective executive session for the Town Manager Annual Review is January 22, 2024 (starts at 530). Surveys will need to be in by January 12th, 2024 in preparation. Each Select Board member will be responsible for a group of people:
 - Sean – Employees
 - Steve – Public
 - Dave – Vendors
 - Carol – Boards, Committees and Commissions
- 24-078 - Consider a Consent Agreement for Map 136 Lot 27 - 5 min.
 - **Motion** to authorize Eric to sign the Consent Agreement as presented, **seconded** by Sean, **vote 5-0** in favor

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

- 24-079 - Review and confirm the 3rd quarter (January - March) meeting calendar.
 - January 8th & 22nd and a joint meeting with the Budget Committee on the 31st.
 - February 12th & 26th
 - March 11th & 13th, joint meetings with the Budget Committee on the 20th & 25th
 - Twice in April, the 8th & 22nd
 - Four meetings in May, 6th & 20th with two Public Hearings on the 8th & 29th

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

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary