

Readfield Select Board
Regular Meeting Minutes – Monday, December 12, 2022 – *Approved*

Select Board Members Present: Dennis Price, Kathryn Woodsum, Sean Keegan, Steve DeAngelis, Carol Doorenbos

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Erika McKay (RHR Smith)

Pledge of Allegiance

Regular Meeting Items - 5 min.

23-056 – Minutes: Select Board meeting minutes of November 14, 2022

- Kathryn **motioned** to approve, Steve **seconded, 5-0 vote** in favor

23-057 – Warrants: #21-24

- Warrant #21 & 22 – Sean **motioned** to approve, Kathryn **seconded, 5-0 vote** in favor
- Warrant #23 & 24 - Sean **motioned** to approve, Carol **seconded, 5-0 vote** in favor

Communications - 25 min.

Select Board Communications – 5 min.

- Sean thanked the Library, Mr. D’s Trees and the Middle School Choir for putting on great tree lighting ceremony at the Library this year.
- Kathryn asked Eric to remind committee and board chairpersons to put together something monthly to be added to the Town Newsletter, she would like to see all boards and committees participate; Dennis agreed.
- Steve mentioned that the Senior Café at the middle school is in work to begin again after the pandemic.
- Dennis reported that the Pre-K Playgroup at the Readfield Elementary School is also returning beginning January 5, 2023 from 9:30 am to 11am sponsored by the Recreation Board, more info to come soon.

Staff Reports

- Town Managers Report
- Treasurer’s Report – November

Boards, Committees, Commissions & Departments – 5 min.

- Board and Committee Minutes

Public Communications – Members of the public may address the Select Board – 5 min.

Readfield Select Board
Regular Meeting Minutes – Monday, December 12, 2022 – *Approved*

- None

Appointments, Reappointments, and Resignations 5 min.

23-058 – Consider the appointment of Kristin Parks as Registrar

- Kathryn **motioned** to approve for a term expiring January 1, 2025, Sean **seconded, 5-0 vote** in favor

New Business – 75 min.

23-059 – Consider proposed Reserve/Carry-forward account changes – 20 min.

- Erika McKay of RHR Smith discussed the process of updating and streamlining town account reserves and carry forward balances to make the budget more accountable and improve operational costs in the general fund. More specifically, the goal is to set up carry forwards into reserves for specific accounts instead of carrying forward into the general fund. A policy for each reserve will be created which will define each reserve, where funding is from, what expenditures are allowed, and who has the authority to approve such expenditures. Capital funds would be set up as a transfer into the operational budgets accordingly. Eric is requesting board approval to set up this new account structure along with the adjoining policies to prepare to transition in February to this new format. Doing so would ultimately prepare the budget for success in June when we changeover into the new fiscal year. Sean **motioned** to approve, Kathryn **seconded, vote 5-0** in favor

23-060 – Conduct a preliminary Capital Plan review – 20 min.

- Eric and the Board discussed future projects and funding for the Capital Plan review, as a reminder, a large capital impact does not necessarily mean a large impact. As Kathryn said, no matter where the money comes from (grants, taxes, donation, etc.), it must be reflected in the budget in order to spend it.

23-061 – Conduct an Emergency Operations Plan review – 15 min.

- In January, there will be a tabletop exercise done with the Fire Chief Lee Mank and the Board, review of the program is being done now. Emergency kits that were placed at the elementary and high schools have since disappeared so Eric has been working on rebuilding the kits and they will instead be placed at the Transfer Station, Town Hall, and Fire Department. Kathryn mentioned in January, for each of the two Select Board meetings, one half of the meeting time will be dedicated to the Emergency Operations workshop, and half will be a regular Select Board meeting. The workshops will entail updating information for roads and businesses, revisions and updates, as well as individual roles and duties assigned to those involved. Eric also mentioned training opportunities that are coming up along with some required training that is due by Select Board members.

Readfield Select Board
Regular Meeting Minutes – Monday, December 12, 2022 – *Approved*

23-062 – Consider a Community Resiliency Grant proposal – 10 min.

- Eric discussed a new Grant opportunity, Community Resilience Partnership which is offering towns in Maine a grant for up to \$50K and requires only a town self-assessment and Public Hearing and requested the Select Board make a motion to allow him to pursue the application process for the Grant. Kathryn made a **motion** to allow the Town Manager to pursue the Community Resilience Partnership Grant including the self-evaluation and planning to assess the grant opportunity with a Public Hearing for resident communication as to where the grant money should be spent, Sean **seconded, 4-1 vote** in favor with Carol voting against the motion.
- Kathryn **motioned** to extend the meeting by 11 minutes, Steve **seconded, vote 5-0** in favor

23-063 – Discuss and set the upcoming Select Board meeting schedule – 5 min.

- Board members reviewed the FY 2023 meeting schedule dates, they only changed one meeting date from June 19 to June 20, 2023, as June 19 or Juneteenth is a federally recognized holiday.

23-064 – Consider abatements for past tax years requiring Select Board approval – 5 min.

- Property taxes that were assessed to the incorrect property are now being corrected, however since there are two years prior to the current year, the Assessor requires Select Board approval. Carol **motioned** to accept abatements to US Bank & Trust for 2021 & 2022 fiscal years, **seconded** by Steve, **vote 5-0** in favor.

Old Business 5 min.

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

Motion to adjourn made by Sean at 8:40PM **seconded** by Steve, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary