

Readfield Select Board
Regular Meeting Minutes – Monday, June 27, 2022 – *Approved*

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

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Karen Peterson (Transfer Station), Ericka McKay (Financial Auditor), Hannah Flannery (Recreation Board)

Pledge of Allegiance

Welcome and Introduction of Select Board Members - 5 min

Regular Meeting Items - 5 min

- 22-144 - Minutes: Select Board meeting minutes of May 16 and June 2 & 13, 2022
 - Motion to approve both sets of minutes made by Kathryn, seconded by Carol, vote 5-0
- 22-145 - Warrants: #52-53
 - Motion made by Kathryn, seconded by Carol, vote 5-0

Communications - 20 min

- Select Board communications. - 5 min.
 - Kathryn took a moment to thank the residents of Readfield for voting her to Select Board for another session.
- Staff Reports - 10 min
 - Eric reported that the town received the first check from Readfield's investment in First Park
 - Report on Household Hazardous Waste Collection Day - July 10, 2022
 - Karen spoke on the Household Hazardous Waste day event at the Transfer Station coming up Sunday, July 10, 2022. She stated that applications can be turned in and 15 minute time slots can be reserved at the Town Office. Chemicals such as antifreeze, pesticides, old paints, gas, etc. will be accepted. The applications and flyers of what will be accepted are also in the July Messenger.
 - Summary of Land Use Ordinance (LUO) changes approved by Secret Ballot
 - LUO changes approved at the Town Meeting, changes were made to streamline clarify Ordinances to make them easier to understand. One example requires homes that are bought and sold to get a septic inspection upon turnover to help keep water in Readfield cleaner.
 - Carol mentioned some resident complaints about the Planning Board which the Select Board determined was not appropriate for them to advise for/against.
- Public Communication - Members of the public may address the Select Board - 5 min.
 - None

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- 22-152-Consider the FY21 Audit – 25 min
 - Ericka McKay presented RHR Smith & Company report for Readfield’s finances Audit for FY 2021. Overall the town has great processes in place and is in a good financial position. Carol asked which budget category heat assistance comes out of from the budget and Eric responded that it is undesignated; it is about \$5K with 50% coming from the State. It is tracked through the budget process. Carol suggested the Town post something to inform residents that General Assistance is available. Kathryn made note that the amount of taxes owed at the end of the fiscal year are about 180K lower than usual – a key indicator that residents are financially healthier.

Appointments, Reappointments, & Resignations - 15 min

- 22-146 - Conduct the election of the Select Board Chair and Vice Chair
 - Sean **motioned** to appoint Dennis to Select Board Chair, Carol **seconded, 5-0 vote** in favor
 - Sean **motioned** to appoint Kathryn to Select Board Vice Chair, Carol **seconded, 5-0 vote** in favor
- 22-147 - Consider the appointment of Select Board members to the following positions:
 - Note Taker / Time Keeper – Dennis Price
 - Dennis also volunteered to submit the notes to the Advertiser so that everyone in town can see what is going on with the Select Board on a regular basis if they do not follow the Town’s website, or Facebook page, etc.
 - Kathryn will take notes that pertain to individual Board member commitments brought up during Select Board meetings.
 - Quarterly Warrant Reviewers (four)
 - July-September: Sean
 - October-December: Steve
 - January-March: Carol
 - April-June: Kathryn
 - Trails, Recreation, and Conservation Representative: Sean
 - Solid Waste and Recycling Committee Representative: Kathryn
 - Age Friendly Committee Representative: Steve
 - Comprehensive Plan Committee Representative: Dennis & Carol
 - Readfield Enterprise Committee Representative: Carol
 - Board of Assessors (three): Dennis, Carol, & Steve
- 22-148 - Consider the reappointment of Eric Dyer to the positions of Town Manager, Road Commissioner, Treasurer, Tax Collector, FOAA Officer, and Welfare Administrator

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- Kathryn **motioned** to reappoint Eric from the time period beginning July 1, 2022, through June 30, 2023, Sean **seconded**, **5-0 vote** in favor
- 22-149 - Consider the reappointment of Karen Peterson as Transfer Station Manager
 - Sean **motioned** to reappoint Karen from the time period beginning July 1, 2022, through June 30, 2023, Kathryn **seconded**, **5-0 vote** in favor
- 22-150 - Consider the reappointment of Lee Mank as Fire Chief
 - Sean **motioned** to reappoint Lee from the time period beginning July 1, 2022, through June 30, 2023, Steve **seconded**, **5-0 vote** in favor

Old Business 10 min

- 22-119 - Discuss the upcoming Heritage Days celebration in August - 5 min
 - Friday August 12 and Saturday August 13, 2022
 - Friday: Wine & Cheese Party from 5PM-7PM, put on by the Historical Society.
 - Saturday: Mason's Breakfast at the Mason Hall with Ed Dodge, a book sale at the Fire Department sponsored by the Library, Open House at Carol's B&B, History walk with Dale Potter Clark, The Rec Department is sponsoring a Kickball Tournament. There will also be makers and music at the beach with fundraisers and the presentation of the Spirit of America Award. Around 9PM will be fireworks at the beach, which means activities at the beach will need to be cleared up by 5PM.
 - More information available on the Heritage Days Facebook page
- 22-022 - Consider remote meeting by Town Boards and Committee - 5 min
 - Carol presented the board with a request that board and committee members from all Readfield's boards and committees are physically present for meetings, unless members are away traveling, or have a medical reason not to be physically present. Kathryn reviewed the Policy put into place by the Select Board earlier during the Pandemic when Zoom meetings became more prevalent. She agreed that the policy should still be in effect and members should be meeting in person as much as possible. There is no way to enforce that policy however, so Eric volunteered to speak with all boards and committees to strongly encourage them to meet in person. Sean suggested this issue be brought up at the Chairs Meeting this summer as well. Dennis noted that he still sees work being done efficiently given the hybrid meetings. Kathryn asked that this issue also be addressed at the Select Board Retreat, and possibly write a better policy.

New Business - 60 min

- 22-151 - Select Board Orientation - 25 min

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- Select Board information pertaining to hierarchy, organization, core responsibilities, and administration of the town finances and policies/rules. The orientation covers the meeting schedule, to include workshop meetings, the retreat/workshop where goals are set, and executive sessions, etc. Dennis noted that no board member should represent the board outside of proceedings, without Select Board approval. When the Chair cannot be present for a meeting, the vice chair to take that role.
- Training required for Select Board members such as FOAA training and MMA Select Board Orientation can be scheduled through the Town Manager. Kathryn asked about the NIMS (National Information Management) training, if it is still required, and Eric said the G402 NIMs training is required along with a new training requirement G191.
- Boards, Committees, Commissions procedures are available on the Readfield website. Town ordinances are also available on the website, Kathryn asked if they could be made easier to find on the website.
- Dennis briefed warrant article reviewing procedures and attendance policy, Kathryn reminded that three consecutive unexcused absences by a board member are grounds for termination. Agenda setting procedures created by the Town Manager, the agenda works like a time budget.
- 22-153 - Schedule upcoming meetings and events - 5 min
 - Select Board Meetings
 - July 18th, 2022, 6:30PM
 - August 29th, 2022, 6:30PM
 - September 19, 2022, 6:30PM
 - October 17, 2022, 7:30PM
 - Summer Residents Meeting
 - August 6, 2022, 4:00PM or 5:00PM
 - Select Board Retreat
 - August 22nd, 2022, 5:30PM-9:00PM
 - Annual Chairs Meeting
 - October 17th, 2022 6:00PM-7:30PM
- 22-154 - Consider renaming the Rt. 17 side of Giles Rd. to Craigge Mill Drive - 5 min
 - Kathryn **motioned** to rename the Route 17 side of Giles road to Craigge Mill Drive as presented, **seconded** by Sean, **vote 5-0** in favor

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

- Hannah Flannery, Recreation Board Chair, discussed her disappointment that the Fairgrounds project was voted down at the election in June. Hannah hopes the town can find a solution for the

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girls in town, and requested a funds account be created to collect donations towards the Fairgrounds for a girl's ballfield in town.

- Kathryn mentioned discussing both the Fairgrounds and Broadband projects that were voted down at the election, at the retreat. She does not believe there is anything that can be done about broadband; however there may be litigation options under Title 9 for the ballfields. She suggested the Select Board have a more active role in the project and have the Recreation Board assist. Steve agreed that it needs to be created. Hannah asked if the project was completely funded if it would still need to go to vote and Kathryn responded that the use of the grounds would still need to be voted on.
- Eric mentioned there was a lot of misinformation at the time of the election about the Fairgrounds project and he thinks it would be a good idea to correct that through the Advertiser or the Kennebec Journal. Sean mentioned that many residents are interested in making the project happen as well and would like to fundraise for it. Sean asked how the town can support donations for the ballfields and Eric responded that there is already an idle account established from the first ballfield project that can be used.

Kathryn **motioned** to adjourn the meeting at 8:46PM, **seconded** by Sean and Steve, **5-0 vote** in favor

Minutes submitted by Anjelica Pittman, Board Secretary