

Readfield Select Board
Regular Meeting Minutes – Monday, September 19, 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), Virginia Parker

Pledge of Allegiance

Regular Meeting Items - 5 min

- 23-022 – Minutes: Select Board meeting minutes of August 29, 2022
 - Kathryn made a **motion** to table until the next meeting, Sean **seconded**, **5-0 vote** in favor
- 22-023 – Warrants #9-12
 - Kathryn **motioned** to approve warrants # 9&10, **seconded** by Carol, **vote 5-0** in favor
 - Sean **motioned** to approve warrants # 11&12, **seconded** by Carol, **vote 5-0** in favor

Communications - 30 min

- Select Board communications. - 5 min.
 - Sean invited the community to participate in the coming Trunk or Treat scheduled for October 29th, with a rain date of October 30th, 2022, at the Fairgrounds. Residents are welcome to sponsor or donate; folks can reach out to Kevin Kelliher or Town Office Staff for more information, as well as the Readfield Recreation page.
 - Kathryn mentioned the new garbage cans available at the Fairground Trail, one for trash and one for dog waste, thanked Eric for having those installed and reminded the public that they are for waste while using the trails, not a dump site for household garbage.
 - Carol announced that some local businesses are discussing doing an Oktoberfest October 8th, 2022 with Open Houses from 10am-4pm to encourage local shopping, they will create a flyer with the businesses information and hope to distribute it at the Post Office, Town Office, and in the Messenger.
 - Carol also requested that the Comprehensive Plan Committee survey be mailed to residents in town as it is currently at the town office and was handed out during Heritage Days, but her concern is that not enough people are aware of it, Eric said it would cost under \$1000 to mail out to all residents, that it could be done. Kathryn also mentioned that the Transfer Station also could hand out the surveys, and Eric mentioned having them available for the Oktoberfest.
 - Dennis read a letter sent in to the Select Board from Robin Lint, Debra Nichols, Sherene Gillman, and Anna Carl. The letter was a response to statements made by Bob Bittar at the July

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18, 2022 meeting in which he claimed the former Town employees abruptly left their positions for the town and they were asked to sign Non-Disclosure Agreements. The letter written by the four women states they were never asked to sign NDAs and they all left on good terms for personal reasons. They requested the letter be read at the Select Board meeting so as to enter the truth into public record.

- Staff Reports - 10 min
 - Town Manager Report
 - Rabies Vaccination Clinic will be October 19th 2022 at 4:00-5:00pm
 - Town Office will be closed October 10, 2022 in observance of Indigenous People’s Day
 - On the agenda is a request to also close the office October 6th, 2022 so the Town Staff can attend the MMA Convention in Bangor October 5th and 6th 2022.
 - Select Board Retreat scheduled for September 26th, 2022
 - Absentee Ballot Applications can be requested at the Town Office and available early October for the State Elections
 - Road Striping contract finalized with Steve Lucas and ongoing, minus Church Road as it will be paved next spring
 - Church Road paving contract with Pike has been signed, they will begin on ditching and culvert work this fall
 - May need to find a Subcontractor for tree and brush removal on Church road
 - Church road sidewalk design and planning and design services is on the agenda tonight
 - Horn Construction winter road maintenance contract ongoing and getting ready for winter by October 15th 2022.
 - Fall roadside mowing will take place in October
 - Special project update: Matrix Broadband and Cable are looking at October or November for a meeting, they have votes for or against their services in nearby towns, which will determine if their lines will come through Readfield or not. Matrix would be working with the cable companies and utility companies directly. May be able to partner with them to provide service without costing the town anything.
 - Comprehensive Plan Committee meeting next week, there has been a lot of transition on the committee but there is a lot of good coming out of it. Eric asked the community if anyone would be interested in helping develop a regional effort with Winthrop and other towns to work actively on affordable housing and elderly resident housing.
 - Fire station sprinkler and Library renovation projects on hold still, possibly October and November
 - FY 2022-2023 budget process will begin in October

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- Treasurer’s Report – August
 - Check reconciliation completed, no issues
 - Audit for FY 2020-2021 is available on the website
 - Real estate payments are up for the month due to the bills going out a week or two later than usual
 - Transfer station revenues down due to Karen being out
 - Revenues and expenses are normal with usual variations
- 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.
 - Virginia Parker voiced her concern over the Church Road sidewalk project, she said she sent an email to the Town Manager and Select Board members and only received a response from Dennis. Sean stated that he did receive the email but he did not have any questions. Virginia requested that the email be forwarded to the Road Committee as well. Carol asked if there will be a date set for residents input on the project before it begins, Eric assured them both that there will be an opportunity for resident input, however the Board will need to select a design services contractor to begin, which is on the agenda for tonight, public engagement is part of the process following the selection of a design professional.

Appointments, Reappointments, and Resignations - 5 min.

- 22-024 – Consider the resignation of Rebecca Lambert from the Budget Committee
 - Kathryn **motioned** to approve, **seconded** by Dennis, **5-0 vote** in favor
- 22-025 – Consider the resignation of David Trunnell from the Comprehensive Plan Committee
 - Carol **motioned** to approve, **seconded** by Steve, **5-0 vote** in favor
- 22-026 – Consider the appointment of Nate Rudy to the Board of Appeals
 - Sean **motioned** to approve with a term beginning tonight September 19, 2022 through June 30, 2025, **seconded** by Kathryn, **5-0 vote** in favor

Old Business 30 min

- 23-010 – Consider a Public Notice for revisions of the Public Ways, Traffic, and Parking Ordinance – 5 min
 - Housekeeping draft is identical to the last; it just requires Select Board approval. Kathryn **motioned** to approve and post Public Notice, Sean **seconded**, **5-0 vote** in favor

Public Hearing - 5 min.

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- The Select Board will hold a Public Hearing to consider changes to the General Assistance (GA) maximums and appendices to the GA Ordinance.
 - Dennis declared the Public Hearing **open** at 7:17PM
 - This process is done yearly, public comment on maximum benefits from General Assistance are welcome. It can be difficult to qualify for GA but that it is a valuable process and assistance for residents, the Town wants to help where and whenever possible. The process is confidential and can also sometimes help residents find out what town resources we also have available in addition to GA.
 - Dennis **closed** the Public Hearing at 7:19

New Business - 25 min

- 23-027 – Consider revised GA maximums and Ordinance appendices – 5 min.
 - Kathryn **motioned** to approve, Sean **seconded, 5-0 vote** in favor
- 23-028 – Welcome and hold a discussion with representatives from the Town of Pittston who are considering the Town Manager Plan form of government – 10 min.
 - No representative for the Town of Pittston attended but are welcome to contact the Town and get on the agenda for another meeting
- 23-029 – Consider Special Event Liquor License Applications from Kents Hill School – 5 min.
 - Both events applying for liquor licensing are done yearly, routine business. Kathryn **motioned** to approve both applications as presented, Sean **seconded, vote 5-0** in favor
- 23-030 – Consider the award of Church Road Sidewalk Design and Planning Services – 5 min.
 - Five applicants for engineering firms, costs will be negotiated when provider is selected; there was a three person review and scoring committee for this project, based on the rubric provided to the proposers for specific areas of focus. Two engineers stood out to everyone on the committee, Gorrill Palmer and Wright-Pierce, ultimately Gorrill Palmer had the highest scoring rubric and all three people on the committee suggest to the Select Board that they choose Gorrill Palmer out of South Portland as the Engineer for the Church Road project.
 - Kathryn **moved** that the board accept Gorrill Palmer as the preferred vendor for the Church Road sidewalk design and planning services contract, **seconded** by Sean, **5-0 vote** in favor.
- 23-031 – Consider an office closure and Staff attendance at the Maine Municipal Association (MMA) Annual Convention on October 5&6 – 10 min.
 - Eric requested that all staff attend the MMA Convention as a group so staff can benefit from the training, networking and team building available there. This would require the Town office close Wednesday and Thursday. Also requesting the option for staff to stay in a hotel for the two day event.

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- Kathryn **motioned** to approve the request to close the Town Office October 5 & 6, 2022, including lodging for Town Office staff to attend the MMA Convention, Sean **seconded**, **vote 5-0** in favor.
- Eric also mentioned there are two KVCOG spots available to represent Readfield and that they are required to have one appointee that is an elected official.
 - Kathryn made a **motion** to nominate Dennis Price and Eric Dyer as Readfield representatives for KVCOG, Carol **seconded**, **5-0** vote in favor.

Other Business, Upcoming Meetings, and Future Agenda Items

- **Motion** to adjourn the meeting at 7:34PM made by Sean, **seconded** by Kathryn, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary