

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, October 17, 2022 – *Approved***

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**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), Hannah Flannery (Rec Board), Bruce Hunter (Conservation Commission), Paula Clark (Planning Board), Will Gagne Holmes (Appeals Board), Rob Peale (Trails Committee), Pam Mitchell (Library Board of Trustees), Andy Tolman (Budget & Cemetery Committees) , Mike Laberge (Road Committee), Ken Edgecomb, Mark Edgecomb

**Pledge of Allegiance**

**Workshop - 90 min.** The Select Board will hold a workshop meeting with the Chairs of the various Readfield Boards, Committees, and Commissions. This 90-minute Annual Chairs Meeting is a chance to share activities and accomplishments from the past year and discuss upcoming Select Board goals and direction.

**Planning Board – Paula Clark**

- The Planning Board had a significant number of projects and applications to review and make decisions on. They approved two new storage facilities, two Medical Marijuana applications, and a couple of more complex apps, including one for a home expansion in the Shoreland zone. Some applications have intersected the Planning Board and Board of Appeals, more complex applications can also involve outside involvement such as MMA and the Town Attorney. LUO Revisions were done for the year that contained language clarification, housekeeping, and substantive issues. The Planning Board continues to participate with the Comprehensive Plan Committee.

**Library Board of Trustees – Pam Mitchell**

- The Library received a grant from New England Rural and Small Libraries for just under \$5K that they put to good use for the children in town, as well as technologies in the Library and electrical shades (however those may not be completed this year). The Summer Reading programs, Storywalk, and Author visits have been a great success. The Library will be doing a Snowshoe Walk to look for owls this winter and plan to have a Veterans Day display with the help of Ben Rodriguez. The Library also works closely with the Age Friendly Committee to assist the elderly in the community. The Library Board of Trustees is also updating policies including community and school involvement.

**Budget Committee and Cemetery Committee – Andy Tolman**

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- The Budget Committee is currently in recess, most work being completed in the winter and spring months. The Committee has some great members; however they could use another member. The Budget Committee provided budgets for several projects this year, some projects came to fruition and some did not.
- The Cemetery Committee membership is full; they are a good group, work closely with the town Sexton Ben Rodriguez. They have had a couple of interesting projects this year, maintaining trees in the cemeteries and older graves that no longer have families' to maintain them. The Cemetery Committee is looking at affiliating with Wreaths Across America. They are working on digital maps for the cemeteries and they are working on a backlog of important things alongside Ben.

**Conservation Commission – Bruce Hunter**

- The Conservation Commission began looking at the Towns' grasslands several years ago and are continuing to shift focus from woodlands to grasslands. They worked with the Recreation Board and landscape architect to determine fill needs. There was a harvest in the Town Forest this year. The Conservation Commission plans to work more closely with the Comprehensive Plan Committee and are following the Comprehensive Plan as closely as possible. They have done some maintenance at the Town Forest and Torsey Trails, are working on a map of Vernon Pooles Data and they edited the Conservation and Recreation map last summer. The Comprehensive Commission expects to look at the Open Space Plan for edits; and they are considering construction of a pollinator garden at the Fairgrounds.

**Trails Committee – Rob Peale**

- The Trails Committee creates, builds and maintains town trails; they have a large committee of 13 members and some alternates. They were most focused on the Fairgrounds Trails this past year. Volunteers racked up 170.5 hours/\$2173.88 in value provided. Residents seemed pleased with the new Morrill Road and Nickerson Hill Road connector. The Trails Committee is hoping to open the Carlton Pond Trail on Greater Augusta Utility District property this fall. Trail maps are available on the Town Website, at the Town Office, and the Committee is working with Dennis Price from the Select Board to create QR codes as well.

**Recreation Board – Hannah Flannery**

- The Recreation (Rec) Board began meetings with involved parties to expand the fairgrounds, the board also held an abutters meeting in March and educated residents about the project development. Unfortunately it was voted down at the Town Meeting. Other things the Rec board has accomplished

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over the year was a successful soccer program without masking, the October Trunk or Treat and Pumpkins Aglow, Winter Fun Day, the Youth Ice Fishing Derby last winter, an Easter Egg Hunt, and Kickball at Heritage Days. The Recreation Board is always looking for more volunteers and welcome residents to sign up.

**Road Committee – Mike Laberge**

- The road committee has been busy evaluating road conditions, advising the Town Manager and inventorying roads. All the roads in town were rebuilt 15 years ago and the Road Committee is keeping a close eye on keeping those roads maintained. Each road is detailed in an excel spreadsheet to track the conditions and line up what is needed next for each road, Eric lists the priorities and the Committee advises.

**Regular Meeting Items - 5 min.**

- 23-032 - Minutes: Select Board meeting minutes of August 29 and September 19, 2022.
  - Kathryn motioned to approve the minutes as presented, seconded by Steve, 5-0 vote in favor
- 23-033 - Warrants: #13-16
  - Carol motioned to approve Warrants #13 & #14, Steve seconded. Vote 5-0 in favor
  - Sean motioned to approve Warrants #15 & #16, Carol seconded. Vote 5-0 in favor

**Communications - 20 min.**

- Select Board communications. - 5 min.
  - Carol reported that Octoberfest – Readfield Small Business Saturday was a success, one vendor cited it as the “best day of the year” for their business. Carol plans to initiate another small business Saturday on November 26, 2022. She has ten yard signs for participants to use if needed.
- Staff Reports - 5 min
  - Town Manager Report – Review of Town Manager Report dated 10/17/2022
  - Treasurer’s Report – Review of September 2022 Report
- Boards, Committees, Commissions & Departments - 5 min.
  - None
- Board and Committee Minutes (listed separately)
  - Age Friendly Minutes of Augusta 10, 2022
- Public Communication - Members of the public may address the Select Board - 5 min.
  - None

**Appointments, Reappointments, and Resignations 5 min.**

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- 23-034 - Consider the appointment of Sonya Clark as Warden for the November 8 Election
  - Sean **motioned** to approve, Carol **seconded**, **vote 5-0** in favor
- 23-035 - Consider the reappointment of Greg Durgin to the Comprehensive Plan Committee
  - Carol **motioned** to approve beginning tonight October 17, 2022 through June 30, 2023. Steve **seconded**, **vote 5-0** in favor
- 23-036 - Consider the reappointment of Stephanie Donaldson to the Conservation Commission
  - Sean **motioned** to approve beginning tonight October 17, 2022 through June 30, 2024. Carol **seconded**, **vote 5-0** in favor
- 23-037 - Consider the appointment of Linnea Koons to the Conservation Commission
  - Steve **motioned** to approve beginning tonight October 17, 2022 through June 30, 2023. Sean **seconded**, **vote 5-0** in favor
- 23-038 - Consider the appointment of Jaaron Shaw to the Conservation Commission
  - Sean **motioned** to approve beginning tonight October 17, 2022 through June 30, 2024. Carol **seconded**, **vote 5-0** in favor

**Public Hearing 5 min.**

- The Select Board will hold a Public Hearing to consider revisions to Public Ways, Traffic, and Parking Ordinance.
  - Dennis opened the Public Hearing, there were no comments, the Public Hearing was closed

**Old Business 5 min.**

- 23-010 - Consider revisions to the Public Ways, Traffic, and Parking Ordinance - 5 min.
  - Eric thanked the Road Committee for their work on the Public Ways, Traffic and Parking Ordinance. Sean **motioned** to approve the final version, effective today, **seconded** by Carol, **vote 5-0** in favor.

**New Business - 45 min.**

- 23-039 - Consider Automobile Graveyard Permit Renewal Applications - 5 min.
  - Chip requested the Select Board approve the Junkyard Permit Renewal Applications for Lucas Auto Parts, Ken's Drag In, and Antique Auto Recycling. Carol **motioned** to approve the applications, Sean **seconded**, **5-0 vote** in favor.
- 23-040 - Consider a Marijuana Establishment Application for Happy Campers Cannabis - 10 min.
  - Deb Casale presented her application to the Board, Steve **motioned** to approve, Sean **seconded**, **vote 5-0** in favor
- 23-041 - Consider an update to the Readfield Property Tax Maps - 5 min.

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- The last update to the Property Tax Maps in Readfield was before the Covid-19 Pandemic. Two options to update, the paper copy only annual update, which costs \$2-4k every year, previously done by Soil and Water Conservation; however they no longer offer that service. The second option is the town can invest \$11k using a GIS platform (a vendor is already in place) which would make the maps more accessible to the public and keep them more up to date on a regular basis. Ongoing cost going forward with the GIS platform would be \$2100. In order to use the second option, Eric requests that the Purchasing Policy be suspended. Sean also mentioned the idea of having a kiosk either at the library or the town office for residents who do not have access to the internet or a computer at home to use. Eric will look into that idea.
- Steve **motioned** to suspend the Purchasing Policy to allow Eric to purchase the GIS Platform, **seconded** by Sean, **vote 5-0** in favor.
- 23-042 - Hear a report on the Select Board Goal Setting and Planning Retreat - 5 min.
  - The board discussed goals made at the Select Board Retreat including:
    - Ask a question on the June 2023 Town Meeting to gain residents direction for the Fairgrounds youth athletic field
    - Church Road sidewalk communication
    - Enhanced use and space of the Town Beach
    - Parks and Recreation staffing and program goal carried over from the prior year
    - Strengthen relationship with the local schools through cooperation, collaboration and communication
  - Dennis also thanks Bruce Burgoine for coordinating and moderating the Retreat and thanked the Select Board members for their engagement and ideas.
- 23-043 - Discuss and develop Select Board budget goals - 5 min.
  - Budget goals for the Board could be a little more focused for the budget including a more specific warrant process for priority ordinances. For instance, condensing thoughts into actionable goals for the budget process.
- 23-044 - Consider a draft FY24 Budget and Meeting Schedule - 5 min.
  - Eric presented the budget warrant schedule that covers October 2022 through June 2023 with a priority focus on getting the capital discussion started earlier. The schedule as presented maintains both Public Hearings, with the first allowing the public and residents to affect change, and the

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second to educate residents closer to the vote to prevent misinformation. The schedule highlights key dates, departments and divisions were shifted in order to accommodate all areas.

- 23-045 - Consider a contract with Gorrill Palmer for Church Rd. Sidewalk Engineering and Design Services - 5 min.
  - Eric requested approval up to the quoted amount from Gorrill Palmer so that he can try to negotiate the engineering service down. The project is an 80-20 match, which means Readfield would be responsible for \$16,000 of that cost as long as the quoted amount remains the same. There is \$49,000 in reserve that was voted on and approved by the public for this project. The engineering process completion date is currently the end of 2023, so construction can be voted on June 2024. Carol mentioned some trepidation among residents as to what side of the street the sidewalk will be on; Eric assured that the town will do what it can to keep residents happy with the outcome. Kathryn suggested there be more meetings surrounding the Church Road project to prioritize and optimize public communication.
  - Kathryn **motioned** to approve the Church Road project contract with Gorrill Palmer subject to an up to amount of \$81,200 and include more than one in person Public Meeting, Sean **seconded, vote 5-0** in favor.
- 23-046 - Schedule a Volunteer Appreciation Event - 5 min.
  - Eric requested that the board approve spending of up to \$425 for a volunteer appreciation event, for an in person event for between 40-60 people, with food, on a Saturday sometime in the next three months.
  - Sean **motioned** to have the Town Manager spend up to \$425 to arrange for a volunteer appreciation event, Kathryn **seconded, vote 4-1** in favor.

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

- Sean **motioned** to adjourn the meeting, Steve **seconded, 5-0 vote** in favor

**Adjournment**

*Minutes submitted by Anjelica Pittman, Board Secretary*