

**Readfield Select Board
Regular Meeting Minutes February 10, 2014**

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Larry Dunn.
Others attending: Kristie Hutchinson (PEG TV), Stefan Pakulski (Town Manager), William Brown, Lenny Reay, Pamela Glidden, David Glidden, Dave Linton, Gene Carbona, Sandra Rourke, Debora Doten, Tom Dunham and Rosie Vanadestine (KVCOG).

The meeting was called to order at 6:32 pm by Sue Reay, Chair. The Pledge of Allegiance was made.

(1) Minutes:

- **Motion** by Mr. Curtis, **second** by Ms. Pomerleau to approve the minutes of 01/27/2014 as amended; **vote** 5-0-0.
- **Motion** by Ms. Pomerleau, **second** by Mr. Durgin to approve the minutes of 01/30/2014; **vote** 5-0-0.
- **Motion** by Mr. Durgin, **second** by Mr. Curtis to approve the minutes of 02/03/2014 as amended; **vote** 4-0-1 (Reay abstained due to absence).

(2) Warrant #18: The warrant was reviewed by Ms. Pomerleau. The Survey Monkey renewal for \$204 was discussed. **Motion** by Mr. Curtis to accept warrant #18 in the amount of \$330,021.44, **second** Ms. Pomerleau; Mr. Curtis **amended** the motion to remove the amount of \$204 for Survey Monkey, **second** by Mr. Durgin; **vote** 5-0-0.

(3) Select Board communications:

- Mrs. Reay gave a reminder of upcoming meetings.
- Mrs. Reay referenced a letter included in the packet and asked the board to set a policy regarding what is to be included in the packet. The board gave a directive to the town manager to not enclose any communication letters unless the chair or vice chair asks for them to be in the packet.
- An executive session regarding labor negotiations was scheduled for 4:30 pm on 02/19/2014, with a workshop on job descriptions and road commissioner duties to follow.
- Mrs. Reay read a debriefing she created on the ice storm events. Mr. Durgin, Mr. Dunn and Chief Mank will work on a draft of a non-disaster policy.
- Mr. Durgin read a report of the 02/06/2014 budget committee meeting which he attended. Mrs. Reay said there was miscommunication at the meeting, and John Parent has clarified that all residents are encouraged to attend meetings and provide input. Tom Dunham said an agenda is required for meetings and a time for public communication should be on the agenda.

Motion by Mr. Durgin to take item #13 out of order, **second** by Mrs. Reay; **vote** 5-0-0.

(13) (Out of order) KVCOG Director Rosie Vanadestine: Rosie Vanadestine gave a presentation summarizing KVCOG, who they serve and what services they provide. There was a question and answer period. Lenny Reay asked questions regarding taxpayer support and grant money. The town manager explained how the town uses KVCOG services. He provided the recent KVCOG survey in order for the board to offer input.

(4) Town Manager: Mr. Pakulski reviewed his recent and ongoing tasks. He will be out of the office on 02/24, 25 and 26. The town wood cutting percentage was discussed. A joint meeting with the Town of Fayette will be scheduled.

Unfinished business:

- Mr. Durgin has researched information regarding the 911 system and trails. In order for trails to have an address they need to have a number. Mrs. Reay spoke with Chief Mank and he suggested a trail map be provided to dispatch.
- **Motion** by Mrs. Reay to accept the updated Town Manager Roles & Responsibilities, Select Board Roles & Responsibilities, FOAA policy and the naming policy as presented tonight, **second** by Mr. Durgin; **vote** 5-0-0.

(9) Town Manager Job Description: Mr. Curtis requested a section be added as noted in the revised document. There was a discussion.

Motion by Mrs. Reay to adopt the town manager job description with the additions provided by Mr. Curtis, **second** Mr. Curtis; **vote** 5-0-0.

(11) Fee schedule review: There was a discussion.

Motion by Mrs. Reay to charge .25 for 8 ½ x 11 black and white copies, .50 for 11x17 black and white copies; color copies .75; faxes .25 per page incoming or outgoing; and \$6 charge for discs, **second** Mr. Durgin; **vote** 5-0-0.

(12) Public Works data & analysis: Mrs. Reay suggested the creation of an ad hoc committee to review all public works charges with a goal of getting closure on this issue. There was a discussion. The board will revisit this topic at the next meeting.

(14) Legal services RFP: The town manager made recommendations as to where and how long to advertise the RFP. The draft document was reviewed.

Motion by Mrs. Reay to make the suggested changes, to send to the board for review, to get the RFP out by 02/14/2014, proposals to be due on 03/03/2014 and publicly opened at 3:00 pm; town manager to give the board follow-up recommendations at the 03/10/2014 meeting, **second** Ms. Pomerleau; **vote** 5-0-0.

(15) Job description updates: There was no discussion. Chair Reay suggested board members contact the town manager directly if there are any questions prior to the workshop.

(16) Quarterly objectives: Mr. Curtis reviewed the objectives he provided. Mrs. Reay clarified employee evaluations are not reviewed by the board. There was a discussion regarding the objectives the town manager added.

Motion by Mr. Durgin to approve quarterly objectives #1-5 provided by Mr. Curtis and #1-22 provided by the town manager, **second** Mr. Curtis; **vote** 4-1-0; Mrs. Reay opposed due to objective #6.

(17) Road Commissioner Duties: To be discussed at a future workshop.

(18) Budget process update: FYI.

(19) Other: Mrs. Reay requested board approval to contact the town attorney pertaining to personnel issues. Mr. Durgin, Mr. Dunn, Mr. Curtis and Ms. Pomerleau were in agreement.

(20) Public Communications: Mrs. Reay read the policy.

- Pam Glidden commented on the survey she referenced at the last meeting. She feels it is in poor taste for the survey to be posted in the town manager's office.

Motion by Mrs. Reay to extend the meeting to 9:15 pm, **second** Mr. Curtis; **vote** 5-0-0.

- Tom Dunham commented about the town website. He said according to town policy, agendas and minutes for committee meetings should be posted to the website. He asked about the appropriateness of residents serving on both the road committee and budget committee. Mrs. Reay asked Mr. Pakulski to remind committee chairs to please provide minutes and agendas. Mr. Dunham also asked about a possible conflict between the SWRC charter and the SWRC ordinance in regard to who manages the solid waste station.
- Lenny Reay requested a definition of town manager objectives.

The meeting was adjourned at 9:17 pm.

Recorded by Deborah Nichols