

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

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Larry Dunn.
Others attending: Richard Barton, Ray Renner, John Parent, Debora A. Doten, Thomas A. Dunham, Lenny Reay and Sandra Rourke.

The meeting was called to order at 6:34 pm by Mrs. Reay. The Pledge of Allegiance was made.

(1) Minutes: Motion by Mr. Durgin, **second** by Ms. Pomerleau to approve the minutes of 02/19/2014 as corrected; **vote** 5-0-0.

Motion by Ms. Pomerleau, **second** by Mr. Durgin to approve the minutes of 02/21/2014 as written; **vote** 5-0-0.

Motion by Mr. Curtis, **second** by Ms. Pomerleau to approve the minutes of 02/24/2014 as corrected; **vote** 5-0-0.

(2) Warrant: The warrant was reviewed by Ms. Pomerleau. **Motion** by Ms. Pomerleau to remove \$204 for the survey monkey, bringing the total of the approved warrant to \$319,425.32, **second** Mr. Curtis; **vote** 5-0-0.

(3) Select Board communications:

- Mrs. Reay referenced a draft letter concerning a recent letter from Milt Wright in regard to the Bartons. There was a discussion regarding possible conflicts of interest while serving as committee members. The letter will be edited.
- There was a discussion about board attendance at upcoming RSU and town budget meetings. John Parent said the budget committee meeting on 03/27/2014 has been moved to 03/25/2014, but this meeting may not be necessary.
- Mr. Durgin said all five board members attended the RSU meeting last week. He noted none of the state-elected officials were in attendance. He said costs that are out of the RSUs' control are directly related to state funding. Mr. Curtis shared an estimated copy of state revenue funding, which is in the amount of \$8,667,901.45.
- Mr. Dunn said the library building committee met recently. The committee is beginning to work on both building and funding options.
- Mr. Curtis will attend the KVCOG meeting on 03/11/2014. Mr. Curtis led a discussion about a budget item for security cameras at the town office and transfer station and internet access at the transfer station. John Parent said Mark Birtwell has provided proposals and the money in the budget now would not cover any of them. Mr. Pakulski will again provide a write up as to why security cameras may be necessary. Mr. Curtis said the transfer station attendants need internet access in order to look up what is recyclable or not.

(4) Town Manager:

- **Motion** by Mrs. Reay to reopen the motion of 02/24/2014 to close the Town Office on 04/02/2014 so all employees can attend a Verbal Judo training session and be open from 5-6 pm, **second** Mr. Durgin; discussion – Ms. Pomerleau offered her spot to Mr. Pakulski or to any staff that would like to attend. **Vote** 5-0-0.
- **Motion** by Mrs. Reay for the town office to remain open as usual on 04/02/2014 and Ms. Pomerleau has given her Verbal Judo spot for Mr. Pakulski to attend if his schedule permits or an alternate employee may attend, **second** Mr. Durgin; **vote** 5-0-0.
- Mr. Pakulski said the legal log is available for review at the town office at any time.
- The solid waste committee meeting will be held on 04/09/2014 instead of 04/12/2014.
- Mr. Curtis asked if any additional applications have been received for the CDBG. Mr. Pakulski said he has handed out applications to a few more potential customers but none have been returned yet.

(5) Boards, Committees, Commissions & Departments:

- John Parent was in attendance to answer questions in regard to the budget process. He said Heritage Days is falling on hard times and he is not in favor of the town funding \$5,000 for this. Mr. Parent also said the committee spent a significant amount of time discussing security cameras and if this is not going to be a budget item, in the future he would like to know this to prevent wasted time.
- CEO: consent agreement: The document is an FYI only.
- Library meeting minutes were noted as received.

(6) Ad Hoc Public Works Committee: A first draft of directives and an example spreadsheet were provided. There was a board discussion. Mr. Durgin said any residents who wish to be on the committee will need to fill out an application. It was noted the time cost to do this work is being tracked. A summary as to whether public works was a loss or gain to the town was requested at end of the committee's work. Mr. Durgin suggested developing a plan to respond to the very lengthy email from Deb Doten and Peter Davis. Mrs. Reay said time is needed to get the information together.

(7) Spirit of America awards - nominations: Two nominations have been received; the deadline for additional nominations has changed to 03/24/2014.

(8) Budget process update: Mr. Dunn has not sent his update to the board yet. Ms. Pomerleau will do an RSU update this week. Mrs. Reay is working on her 03/06/2014 update. Mr. Curtis thanked the budget committee, town manager and everyone else involved for their diligence on the budget. Mr. Curtis and Mr. Durgin would like the zero line items removed.

(9) Road Commissioner duties review: Mrs. Reay said the documents were included for clarification purposes only. She does not feel there is a need for a new policy or an ordinance. There was a discussion. Mrs. Reay asked that any additional suggestions be turned in to the town manager for the next meeting's agenda. If nothing is received, the topic will either be dropped or revisited at an appropriate time.

(10) Legal Services RFP responses review: Mr. Curtis gave a summary. There was a discussion. Mrs. Reay has additional questions she would like answered prior to making a decision, primarily the cost of drafting and composing of emails. Mr. Curtis said longevity and familiarity with the town should carry some weight in the decision making process. Mrs. Reay asked the board to email her additional questions through Mr. Pakulski. This will be revisited at the next meeting. The board was in unanimous consent to eliminate Jensen Baird from consideration.

(11) Municipal order for application of payments for unpaid taxes: Motion by Mrs. Reay to sign the document for how to apply tax payments received, pursuant to Title 36 MRSA Sec. 906, **second Ms. Pomerleau; vote 5-0-0.**

(12) Pending foreclosures: Included in the packet as an FYI.

(13) Other: Mrs. Reay noted the Town Manager was not happy with the position of the staff table. She provided background on the decision to move the table. There was a discussion.

FYI: The First Park annual budget meeting was noted. Steve Monsulick will attend on behalf of the town. The public is welcome to attend.

(14) Public Communications:

- In response to a recent request, Mrs. Reay offered a definition of town manager objectives.
- Mrs. Reay read the public communications policy.
- Tom Dunham asked about a job description for the road commissioner. He has questions in regard to statutory requirements. He has requested information but feels he has received incomplete information. Mrs. Reay asked him to provide a draft document detailing what information he wants in order for the board to understand.
- Ray Renner asked about road costs that go out to bid. Mrs. Reay explained the purchasing policy, change orders and contractor rate sheets. Mr. Pakulski said costs vary depending on the type of road project and gave an explanation. There was a discussion.

- Mr. Durgin reiterated his personal policy for responding to emails. If they are harassing or belittling, he does not respond to them.

(15) Poverty abatement application: **Motion** by Mrs. Reay to enter into executive session to deliberate over an abatement request pursuant to Title 36 MRSA Sec. 841-2 and invite the town manager and applicant to attend, **second** Mr. Durgin; **vote** 5-0-0.

Recorded by Deborah Nichols

The board closed the public meeting at 8:35 pm and immediately entered into executive session.

The board exited executive session at 9:21 pm. **Motion** by Mrs. Reay, **second** by Mr. Curtis to grant the abatement in the amount of \$1,364.42 pursuant to Title 36 MRSA Sec. 841-2; **vote** 5-0-0.

Motion by Mrs. Reay to enter into executive session pursuant to Title 1 MRSA 405 Sec. 6-D for labor negotiations and invite the town manager to attend, **second** Mr. Durgin; **vote** 5-0-0.

The board entered executive session at 9:27 pm and exited at 9:50 pm with no further action.

Recorded by Stefan Pakulski