

**Readfield Select Board  
Regular Meeting  
Agenda**

**July 28, 2014**

**Location: Town Office**

**Meeting Starts: 6:30 PM**

**Pledge of Allegiance**

1. **Minutes:** Select Board meeting minutes of July 14, 2014
2. **Warrant: 2** – 5 minutes

**Communications** – 30 minutes

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments
  - a. Fire Dept. request
  - b. Budget Committee – July 22<sup>nd</sup> meeting
  - c. Readfield Corner Water Association – May 27<sup>th</sup> annual meeting

**Appointments/Reappointments** – 10 minutes

6. Recreation Association Board reappointments: Sarah McClure and Aaron McClure

**Unfinished Business:**

7. Beach Rental Agreement review – 5 minutes
8. Road maintenance priorities – 10 minutes
9. Mailbox Guidelines review – 5 minutes
10. Road shoulders gravel purchase method – 5 minutes
11. Library painting RFP – 10 minutes
12. Select Board retreat preparations – 5 minutes

**New Business:**

13. Tax commitment and mil rate – 10 minutes
14. Other (if needed)

**Public Communications** – 15 minutes

15. Members of the public may address the Select Board on any topic.

**Adjournment**

**Readfield Select Board**  
**Regular Meeting Minutes July 14, 2014 - Unapproved**

**Select Board members present:** Sue Reay, Valarie Pomerleau, Tom Dunham, and Allen Curtis.

**Select Board members absent:** Greg Durgin

**Others attending:** Shannon Gould (PEG TV), Stefan Pakulski (Town Manager), Deb Doten (Cemetery Committee), Peter Davis (Road Committee), Grace Keene (Cemetery Committee), Dan Caron (contract bidder), Carolyn Armstrong, Priscilla Glover-Zarella, Gene Carbona, Sandra Rourke, Fran Zambella (summer resident), and Kathryn Woodsum (SWRC).

Mrs. Reay called the meeting to order at 6:35 pm, followed by the Pledge of Allegiance.

**(1) Minutes**

**Motion** by Ms. Pomerleau to approve the minutes of 06/30/2014 as amended; **second** by Mr. Curtis; **vote** 3-0-1 (Dunham abstained as new member).

**Motion** by Mr. Curtis to accept the minutes of the Special Meeting and Summer Residents Meeting of 07/07/2014 as amended; **second** by Mr. Dunham; **vote** 3-0-1 (Reay abstained as did not read minutes).

**(2) Warrant #1**

Mr. Curtis reviewed the warrant. **Motion** by Mr. Curtis to approve Warrant #1 in the amount of \$360,208.28, **second** by Ms. Pomerleau. There was discussion of a few items. **Vote** 4-0-0.

**(3) Select Board Communications**

Mrs. Reay reviewed the Select Board offices for election.

**Motion** by Ms. Pomerleau to nominate Sue Reay to serve as Select Board chair for the fiscal year; **second** by Mr. Dunham; **Vote:** 3-0-1 (Reay).

**Motion** by Mrs. Reay to nominate Greg Durgin to serve as Select Board vice chair for the fiscal year; no **second**; motion **failed**.

**Motion** by Mr. Curtis to nominate Val Pomerleau to serve as Select Board vice chair for the fiscal year; **second** by Mr. Dunham; **Vote:** 4-0-0.

Mrs. Reay asked for Board members to review the Town warrants each quarter of the fiscal year, and each member agreed to the following assignments:

Mr. Curtis - first quarter.

Mr. Dunham - second quarter.

Ms. Pomerleau - third quarter.

Mr. Durgin - fourth quarter.

**Motion** by Ms. Pomerleau to nominate Allen Curtis to serve on the Board of Assessors for the fiscal year; **second** by Mr. Dunham; **Vote:** 4-0-0.

**Motion** by Ms. Pomerleau to nominate Sue Reay and Greg Durgin to serve on the Board of Assessors for the fiscal year; **second** by Mr. Curtis; **Vote:** 4-0-0.

**Motion** by Mrs. Reay to nominate Tom Dunham to serve on the Solid Waste & Recycling Committee for the fiscal year; **second** by Ms. Pomerleau; **Vote:** 4-0-0.

**Motion** by Mrs. Reay to nominate Allen Curtis to serve as representative to KVCOG, First Park, and the Interlocal Committee for the fiscal year; **second** by Ms. Pomerleau; **Vote:** 4-0-0.

**Motion** by Mrs. Reay to nominate Val Pomerleau to serve as Library Board of Trustees liaison for the fiscal year; **second** by Mr. Dunham; **Vote:** 4-0-0.

**Motion** by Mrs. Reay to nominate Greg Durgin to serve as liaison for the Fairgrounds Athletic Fields Committee and the Emergency Operations Plan Committee, and to serve as Select Board timekeeper, all for the fiscal year; **second** by Mr. Dunham; **Vote:** 4-0-0.

**Motion** by Mrs. Reay to nominate Val Pomerleau to serve as Select Board note taker for the fiscal year; **second** by Mr. Dunham; **Vote:** 4-0-0.

**Motion** by Ms. Pomerleau to nominate Sue Reay to serve as Cemetery Committee liaison for the fiscal year; **second** by Mr. Curtis; **Vote:** 4-0-0.

Mrs. Reay said there are not yet any Select Board liaisons for the Budget Committee, Road Committee, Conservation Commission, and Trails Committee. Deb Doten noted that a Select Board member attended all of the Budget Committee meetings and RSU budget meetings last year, and thanked them.

Mrs. Reay reviewed several orientation items for new Select Board member Tom Dunham. He will take on-line certification for NIMS and FOAA requirements. The Town Manager will arrange a tour of KCEMA in Augusta, and Mr. Curtis would like to join as well.

**Motion** by Mrs. Reay to create an ad hoc subcommittee for Select Board liaisons; **second** by Mr. Curtis; **Initial vote:** 3-0-1 (Dunham abstained).

There was brief discussion regarding whether Mr. Dunham should abstain. Although he was not a Select Board member when this was discussed at the previous meeting, Mr. Dunham is a member now and has no conflict in voting on this motion. Mr. Dunham said he saw no need for this subcommittee as it would be a waste of time and resources when the definition of "liaison" is clear: to support good communication and cooperation.

Mrs. Reay said the subcommittee would work more on the role of a liaison, not the definition. Mr. Curtis shared some details on what the liaison role could be. Mr. Dunham said he could support the subcommittee if it would be for good communication and cooperation.

**Second vote:** 4-0-0.

Mrs. Reay asked for a directive for the Town Manager to advertise for a Board Secretary. All Board members agreed. Mr. Curtis asked who would hire the secretary. The Town Manager will hire for the position.

Mrs. Reay said she is not in favor of a fireworks ordinance, as she believes the Town can rely on the state law governing fireworks use. No other Board members see any need to change this now.

**(4) Town Manager:**

Mr. Pakulski gave updates on a couple of incidents at the Transfer Station and responded to questions about planned road work. Mr. Davis said as Road Committee chair he did not know the recent RFPs for paving and shoulders installation had gone out. He said there was no problem with the specifications though, as the Road Committee had discussed all the work during the budget process. There was further discussion of the need to prioritize work given funds available after approval of the pending contracts for paving and shoulders. Mrs.

Reay asked Mr. Davis to have the Road Committee review the priorities and give recommendations to the Select Board. There was consensus from the Board members for this.

**Motion** by Mrs. Reay to take agenda item #8 out of order to accommodate a guest; **second** by Mr. Curtis; **vote:** 4-0-0.

#### **(8) Road Shoulders Installation contract**

The Select Board reviewed a summary of proposals received in response to an RFP to install road shoulders, including a summary spreadsheet provided by Mrs. Reay. The firm D.R. Caron appeared to be the low bidder. Dan Caron addressed the Board regarding his proposal. He noted that he had not included the cost of a loader in part of his bid but would be willing to honor the bid as is, or to negotiate with the Board. There was discussion regarding whether negotiation would be appropriate. There also was discussion about the cost-effectiveness of loading gravel from the sand shed instead of trucking directly to the work sites. Mr. Caron said due to the production unpredictability and varying size and location of roads, it would be more economical to stockpile material at the shed and load from there to install on each road. Mrs. Reay said the Board could negotiate with any bidder, but she had no issue with Mr. Caron's bid as is. Mr. Caron agreed he would honor his bid as is.

**Motion** by Mrs. Reay to award the contract for shoulder installation services to D.R. Caron for \$24,520 pending the checking of references; **second** by Mr. Curtis; **Vote:** 4-0-0.

#### **(5) Boards, Committees, Commissions & Departments**

Mrs. Reay noted the Cemetery Committee minutes in the packet and thanked Deb Doten for writing them.

#### **(6) Appointments/Reappointments**

**Motion** by Mr. Curtis to reappoint Lydia Adelson to the Trails Committee effective tonight through June 30, 2017; **second** by Ms. Pomerleau; **Vote:** 4-0-0.

**Motion** by Mr. Curtis to reappoint Andrew Walsh to the Conservation Commission effective tonight through June 30, 2017; **second** by Mrs. Reay; **Vote:** 4-0-0.

**Motion** by Ms. Pomerleau to appoint Priscilla Glover-Zarella to serve as a citizen member on the Select Board Liaison ad hoc subcommittee until its mission is completed; **second** by Mr. Curtis; **Vote:** 4-0-0.

Mrs. Reay invited Mr. Carbona to meet with the Board regarding his application to the ad hoc Public Works Committee. Mr. Carbona said it is time to get involved, using his business acumen and experience in the interest of honesty, fairness and full transparency. He also said he could be objective on this committee.

**Motion** by Mr. Curtis to appoint Gene Carbona to serve on the ad hoc Public Works Committee effective tonight until its mission is completed; **second** by Ms. Pomerleau; **vote** 4-0-0.

Mr. Dunham will arrange a schedule for the members of the ad hoc Public Works Committee to meet.

#### **(7) Regional Fuel Contract**

The Town Manager reviewed the results of the recent proposals in response to a regional fuel RFP with the RSU and several neighboring towns. Winthrop Fuel will provide #2 heating fuel again for the fiscal year, as well as diesel for the RSU fuel depot. J&S Oil will provide LP gas. Each town will sign separate contracts with these firms. Mrs. Reay asked the Town Manager to check with each firm about a possible pricing option for Town volunteers and employees, as noted in the RFP. The Town Manager will report back on this.

#### **(9) out of order – Paving contract**

The Select Board reviewed and discussed a summary of proposals in response to the recent paving RFP. Pike Industries appeared to be the low bidder, but there was discussion of the possible impact of including a liquid asphalt escalator clause as Pike Industries required in its bid. The impact is unpredictable, given the volatility of petroleum markets.

**Motion** by Mr. Dunham to approve Pike Industries' paving proposal for an estimated \$202,088; **second** by Ms. Pomerleau.

**Motion to amend** by Mrs. Reay that Pike Industries will notify the Town if the liquid petroleum escalation clause comes into play; **second** by Mr. Curtis; **Vote on amendment:** 4-0-0.

**Vote on original amended motion:** 4-0-0.

### **(10) Library Painting Contract**

The Select Board reviewed the two proposals received in response to the recent RFP for painting two sides of the library. Crapott's Corporation was the apparent low bidder. Both bids were more than the budgeted amount for the work. Mrs. Woodsum addressed the Board, saying there was another contractor who could do the work for less than either of the two bids and asked if the Board would consider rejecting the bids and going out to bid again. Mr. Dunham said he would prefer to see more than two bids and suggested posting future RFPs at a Sherwin Williams store if the Town specifies that type of paint again.

There was extensive discussion about the fairness of rejecting qualified and responsive bids, the high cost of the bids, legal obligations to bidders, and the interest of saving taxpayer funds. The RFP included a clause that the Select Board could accept or reject any and all proposals. At least three Board members said they would have rejected the bids even without knowing another contractor could provide a lower quote than the two received bids, based on the high cost of the bids.

**Motion** by Mr. Curtis to reject both bids for painting the library, and to rebid this project with a new RFP; **second** by Ms. Pomerleau. Discussion followed. Mr. Curtis said the goal would be to decrease the cost to taxpayers. Mrs. Reay said this could be a situation in which the Board should slow down and look carefully before deciding what to do. She would prefer to table this item until July 28<sup>th</sup>. She called for a vote on the motion. **Vote:** 1 – 3, the motion failed.

Mrs. Reay suggested tabling further discussion of this item and getting legal input from MMA.

**Motion** by Mrs. Reay to table discussion of the Library Painting Contract until July 28, 2014 and to have the Town Manager contact MMA to get more information on legal obligations and the possible impact of rejecting the bids; **second** by Ms. Pomerleau. Discussion followed. Mr. Curtis said all is perfectly legal now, that it would be a waste of time to table this further, and that he won't be here anyway on July 28<sup>th</sup>.

**Vote:** 3 – 1 (Curtis)

### **(11) Select Board retreat planning**

Mr. Dunham said he had informal approval from the Methodist Church Trustees that the Board could use the downstairs of the Torsey Church on August 8<sup>th</sup> for the Select Board's retreat. Mr. Dunham will confirm this with the Town Manager. The Town Manager will confirm attendance at this location on August 8<sup>th</sup> with the other invited guests.

**Motion** by Mrs. Reay to hire Dana Lee as facilitator for the Select Board retreat for \$850; **second** by Mr. Curtis; **Vote:** 4-0-0.

### **(12) Transfer Station Sunday Hours**

Mrs. Reay reviewed discussion from the Summer Residents meeting about interest in Sunday hours at the Transfer Station. This might be mostly for July and August consideration annually. She is concerned about cost but also sees the need to respond to Summer Residents. Perhaps a survey would help the process.

Kathryn Woodsum, chair of the Solid Waste & Recycling Committee (SWRC), addressed the Board. She had prepared a memo for the Board's packet on this topic and reviewed some of the main points. The cost for opening the Transfer Station for 4 hours on 8 or 9 Sundays in July and August could be \$1600 - \$2000. If the Select Board tables any decision on this until next year, the SWRC and Budget Committee could develop a recommendation for the Board.

A range of discussion followed. Mrs. Reay cautioned that it might be good to slow down and think through a careful response. Mrs. Woodsum said it could be worked on for next year, and to let the Summer Residents know. The SWRC could work with any survey information and develop recommendations for the Select Board. Mr. Zambella, a Summer Resident, noted that any seasonal resident could hire a commercial hauler now to pick up trash and recycling every week. He suggested the issue is mostly one for weekend residents, as true Summer Residents have all week to use the Transfer Station like regular residents.

The SWRC will work on this issue for next year.

### **(13) Annual Calendar**

Mrs. Reay referred to the draft annual calendar in the packet and that was sent electronically to Select Board members. She asked that the calendar could be worked on at the Select Board retreat and afterwards as needed, to completely update it. The item was then skipped over for this meeting.

### **(14) RES Playground account**

Mrs. Reay reviewed the situation with this account and the Town auditor's recommendation that a warrant article be prepared for the next annual Town Meeting to transfer the remaining account funds to the RSU #38.

### **(15) Mailbox Guidelines**

The Road Committee will review these guidelines at an upcoming meeting, so further review was tabled for tonight.

### **(16) Gile Hall rental/use agreement**

This item was tabled pending further input by Town Office employees.

### **(17) Beach rental agreement**

A copy of the revised new rental agreement for the Beach was included in the packet, as provided by the Recreation Association that manages the Beach. This item was tabled so that the Select Board could compare the revised agreement to the previous agreement at the next meeting.

### **(18) Other**

**Motion** by Mrs. Reay to support the MMA ballot for Vice President and Directors and to send it to MMA;  
**second** by Mr. Curtis; **vote:** 4 – 0.

**Motion** by Mrs. Reay to extend the meeting until 9:15 PM; **second** by Mr. Curtis; **vote:** 4 – 0.

### **(19) Public Communications**

Sandra Rourke asked the Select Board what the new tax mil rate is for the Town. Mrs. Reay said the Select Board would decide this on July 28, 2014.

Lenny Reay asked whether it was a good use of taxpayer money to have a full time employee work on a weekend at an overtime rate. The Town Manager noted the Personnel Policy that requires overtime pay on weekends for employees whose regular work hours do not include weekends. Tom Dunham offered to get further information for Mr. Reay.

Deb Doten asked what the Select Board "note taker" does. Mrs. Reay said this is to record directives to the Town Manager and items for the next agenda.

**(20) Executive session**

Motion by Mrs. Reay to enter executive session pursuant to M.R.S.A Title 1, section 405, 6 E for an update on the bargaining unit discussion; second by Mr. Curtis; vote: 4 – 0.

Motion by Mrs. Reay to amend the previous motion to include the Town Manager in the executive session; send by Ms. Pomerleau; vote: 3 – 0 – 1.

The Select Board went downstairs for executive session at 9:12 PM.

The Select Board left executive session at 9:30 PM.

Hearing no further business, Mrs. Reay adjourned the meeting at 9:31 PM.

Recorded by Stefan Pakulski

### **3. Select Board communications:**

In response to a question from Peter Davis, Greg Durgin has requested the Town's legal counsel firm, Bernstein Shur, to provide an itemized accounting of fees and costs the Town paid to address a complaint by Lenny Reay. This information will be provided as soon as Bernstein Shur responds.

The Select Board will consider setting some workshop dates on Aug 11<sup>th</sup> when Allen Curtis is available, on topics such as a revised format for the Town Manager's performance evaluation and a format for the Budget Committee's process.

The Town's auditor, Chris Backman, will provide an audit workshop for the Board at 4:30 PM on Wednesday, Aug. 27<sup>th</sup>.

Select Board members may share other communication items.

#### 4. **Town Manager report for July 28, 2014**

MTCMA New England Managers' Institute: This annual institute will be held Aug. 13 - 15 at Sunday River, and the Town Manager would like to attend again.

D. R. Caron Excavation references: The references for this contractor were all good, so the shoulder installation project will be scheduled in the next few weeks.

Computers installation update: The Town's IT consultant, Zach Stewart has installed several new computers at the Town Office. Some new printers are needed for the front window services that will work with the new hardware and operating systems. These have been ordered and will be installed as soon as available.

Pickup truck accident: The Town's GMS Sierra pickup was in an accident on July 21<sup>st</sup>. The two mowing employees were not injured but the vehicle was damaged. MMA is handling the claim. The mowing crew is using the Town's one-ton truck to move mowing equipment until a replacement pickup is available.

Wellness meeting: The Town Manager attended a meeting with the Wayne Town Manager and an MMA Wellness officer to look at possible programs and services for employees as provided by the MMA Health Trust.

GA client: The Town Manager processed one GA application for assistance.

Beach attendant interviews: The Town Manager hired a new beach attendant based on a recommendation from the Rec Board, and promoted the position to other possible applicants.

URIP certification: The Town Manager sent in this annual certification to DOT in order to receive state funds for local roads. This is worth about \$35,000 to the Town in this fiscal year.

Regional fuel RFP result on volunteer pricing: Winthrop Fuel did not offer a volunteer or employee pricing option in its proposal for heating and motor fuel. Some firms have offered this in the past. Though it was noted as an option in the RFP, it was not a requirement for contract consideration.

LRB hearing transcript: The Town received a transcript of the Labor Relations Board hearing on the determination of a bargaining unit for Town employees. This transcript is a public document and available for viewing or copying, as requested.

CMP streetlight contract: The Town Manager signed and returned the contract for a 150 watt streetlight at the Stanley Road/Main Street intersection.

Cemetery walls work update: This will be on upcoming agenda. The Sexton is gathering information about possible approaches and contractors to do the work. It likely will start with hiring an licensed pesticide applicator to treat poison ivy at certain locations.

Budget Committee meeting: The Town Manager attended the committee's organizational meeting on July 22<sup>nd</sup>. See notes under agenda item #5 as provided by John Parent.

Road Committee meeting: The Town Manager attended the committee's meeting on July 23<sup>rd</sup>. See notes under other agenda items.

S. A.

**Fire Department Jaws of Life request:**

Please see note below and attached quote as provided by Fire Chief, Lee Mank:

Stefan,

About a month ago we had problems AGAIN with our new set of Jaws. We have no faith in this set and we need to replace it. We have over \$50,000.00 in our capital account. As we have had great reliability with our old set that we got in 1993/94. Attached is a quote for the same brand and will be compatible with the old set. I think we can sell the Amkus cutters and spreaders for around \$6000.00. The pump for this set is junk. To get a new pump will be in the range of \$8000.00 and I feel we will have the same issues again with the Amkus brand.

Lee.

Chief Mank will attend the Select Board meeting to discuss this with the Select Board.

5. A.



185 Spring Street  
Yarmouth, ME 04096  
PH: 207-847-3313  
Jon Usher-Maine Sales  
jusher@ipp-ips.com

**PRICE QUOTE FOR:**  
Readfield Fire Department  
Chief Lee Mank  
8 Old Kents Hill Rd  
Readfield, ME 04355

**DATE:**  
7/23/2014

**Product/Description**

**Price Ea**

Holmatro 4050NCT Twin Line  
Cutter  
p/n 158.012.086

\$5,898.00

Holmatro 4242 Twin Line Spreader  
p/n 158.012.090

\$6,434.00

Holmatro SR20 Twin Line Duo Pump  
p/n 158.152.180

\$8,132.00

Holmatro Twin Line Female Coupler  
p/n 158.183.026

\$588.00(4)

Holmatro Twin Line Male Coupler  
p/n 158.183.027

\$208.00(4)

Holmatro Seal Rings  
p/n 150,581.230

\$16.00(8)

**Total**

**\$21,276.00**

5. b.

**Budget Committee update:**

The Budget Committee met on July 22nd at the town office for our organizational meeting for the 2014/2015 budget year. I (John Parent) was re-elected as Chair, and Kathryn Woodsum was elected as Vice-Chair. I want to thank Kathryn for accepting the vice chair's position.

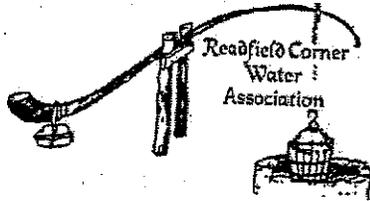
We discussed whether we should look at our budget deliberation process and if we need to change anything in the process. After some discussion, we decided that our procedure was solid and we will continue to meet as usual. We also will ask the Road Committee to re-examine future road work and come up with an extended plan with approximate costs. This will be a big help when we meet to discuss the CIP (Capital Improvement Plan), which will happen during the end of November, and the first part of December. I will meet with the Town Manager in the near future to set dates for an October meeting to review budget expenditures to date, two or three CIP meetings in November and December, as well as our budget meetings in February and March to discuss the budget for 2015/2016.

The Town Manager will also furnish us with a monthly budget summary to keep us informed as to how budget category funds are being spent. We will review these at our October meeting.

We want to thank all of our town employees for the terrific job that they doing in serving the tax payers, as well as keeping the town operating in a fiscally responsible way. The town is very fortunate to have such dedicated employees.

Sincerely, John Parent, Chair, Readfield Budget Committee.

5.c.



**READFIELD CORNER WATER ASSOCIATION  
ANNUAL MEETING  
May 27, 2014  
6:00 p.m.**

**Summary of Meeting**

Present: Ed Dodge, Rick Wilson, Corda Kinzie

President Ed Dodge called the meeting to order at 6:00 P.M. The Proof of meeting notice was reviewed by those assembled and deemed appropriate according to the bylaws of the association. Rick moved and Corda seconded to approve the minutes of the 2013 Annual Meeting. All voted in the affirmative.

The Pumping Station is in great shape. All Administrative tasks associated with the water business are running smoothly – Winthrop Utilities is once again doing a fine job in this regard.

Financially, we are in great shape in comparison to the other districts. Currently, we have \$732,800 in our trust fund as compared to \$701,978 from this time last year. As our financial advisor Jim Duncklee reported to us recently, the overall portfolio now has less exposure to stocks that makes it much more diversified than in previous years.

Corda moved, and Ed seconded that Rick should be reelected to another three year term as an officer of the Association.–All voted in favor

It was noted that water testing was done recently on the same houses that have been done each year. The Board will request that Winthrop Utilities begin to rotate this testing cycle so we get a broader picture of water quality throughout the system.

Rick moved, and Corda seconded to adjourn the meeting at 6:30 PM. All voted in the affirmative.

**P.O. Box 231, Readfield, ME 04355**

**RECEIVED**  
**JUL 07 2014**

5.C.

**READFIELD CORNER WATER ASSOCIATION  
ANNUAL MEETING  
MAY 14, 2013  
5:00 p.m.**

**MINUTES**

Present: Ed Dodge, Rick Wilson, Corda Kinzie, Jim Duncklee (Duncklee & Nott Investment Planning), Dan Wells (Winthrop Utilities)

1. Call to Order

President Ed Dodge called the meeting to order at 5:00 P.M.

2. Proof of meeting

Proof of meeting notice was reviewed by those assembled and deemed appropriate according to the bylaws of the association.

3. Approval of Minutes

Rick moved and Corda seconded to approve the minutes of the 2012 Annual Meeting. All voted in the affirmative.

4. Reports from the Officers

The Pumping Station is in great shape. There is a small issue with the radon detecting system for the water tanks, however it not a health issue in any way. Dan is looking into getting an estimate for the repair of this system. The Generator is now running fine – we did have an issue with it during the winter but it is now fixed.

All Administrative tasks associated with the water business are running smoothly – Winthrop Utilities is once again doing a fine job in this regard.

Ed reported that he went to the State Rural Water Association meeting. It was good to hear how other rural water districts are operating. Financially, we are in great shape in comparison to the other districts. Currently, we have \$701,978 in our trust fund as compared to \$647,558 from this time last year. The overall Portfolio now has less exposure to stocks that makes it much more diversified that in previous year. Jim Duncklee is making two recommendations regarding two funds to ensure the continuation of this diversification

Ed Moved to accept recommendations from the Duncklee report, seconded by Rick. All voted in favor.

#6.a.

# TOWN OF READFIELD

RECEIVED  
JUL 11 2014

## APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission  
are you applying for?

Recreation Association Board  
~~Committee~~

Name: Sara McClure

Phone (H): 344-7716

Street address: 116 Poole Road Readfield

Phone (C): 344-7716

Mailing address: Same

E-Mail: Sara.mcclure74@icloud.com

Below please tell us of any experience and/or training that might be useful in this position.

Have been on the board for a couple of years and have coached some sports.

Below please tell us the reason you are interested in applying for this position.

I am on the Soccer Commissioner and would like to continue to work with the kids sports and other activities.

If you are currently employed, what is your position?

Physical Therapist

#6.a-

APPLICATION FOR APPOINTMENT FOR:

Name: Sara McClure Position Recreation Bnd Term: 3 years

CLERK'S USE BEFORE THE APPOINTMENT

Open position Recreation Bnd Term: 7-1-14 - 6-30-17

Was this position advertised? [ ] Yes [X] No If no, please explain: Reappointment

Is there a recommendation attached? [X] Yes [ ] No If no, please explain:

I recommend that Sara McClure be reappointed to the Rec. board. She has helped a lot in our events that we put on and she is one of our Soccer commissioners.

Haskell Dugb

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? [ ] Yes [ ] No If yes, what date:

Is an Oath appropriate: [ ] Yes [ ] No If yes, what date:

SELECT BOARD APPOINTMENT

To Sara McClure of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Bnd., we the Select Board of the of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

7-1-14 thru 6-30-17. Given under our hand this [ ] day of [ ] , 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

#6.b.

RECEIVED  
JUL 11 2014

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

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Please check one:  1<sup>st</sup> time appointment  re-appointment

Which Board, Committee or Commission are you applying for? Recreation ~~Committee~~ Association Board

Name: Aaron McClure Phone (H): \_\_\_\_\_

Street address: 116 Poole Rd. Readfield Phone (C): 240-0646

Mailing address: Same

E-Mail: aaron.mclure@yahoo.com

Below please tell us of any experience and/or training that might be useful in this position.

Coached ~~my~~ many sports teams K-8<sup>th</sup> grade. Currently work as a gym teacher.

Below please tell us the reason you are interested in applying for this position.

I would like to continue to be the Soccer Commissioner and still be involved with <sup>the</sup> Sports for the kids.

If you are currently employed, what is your position?

Gym teacher

#6.b.

APPLICATION FOR APPOINTMENT FOR:

Name: Aaron McClure Position Recreation Brc Term: 3 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Recreation Brc Term: By 7-1-14 = 6-30-17  
Was this position advertised?  Yes  No If no, please explain: re-appointment

Is there a recommendation attached?  Yes  No If no, please explain: \_\_\_\_\_  
I recommend that Aaron McClure be re-appointed to the Rec. board. He has been an asset and is currently one of our Soccer Commissioners and he coaches a lot of different sports.

Kathleen O'Neil

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?  Yes  No If yes, what date: \_\_\_\_\_  
Is an Oath appropriate:  Yes  No If yes, what date: \_\_\_\_\_

SELECT BOARD APPOINTMENT

To Aaron McClure of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Brc, we the Select Board of the of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

7-1-14 thru 6-30-17: Given under our hand this \_\_\_\_\_, day of \_\_\_\_\_, 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

**7. Beach Rental Agreement review**

Please see the old Beach rental agreement and the new revised rental agreement as now used by the Recreation Association for anyone wishing to rent a portion of the beach property for different events.

Recreation Association Board member, Tom Donegan who has primary responsibility for the Beach hopefully will attend the meeting to respond to any questions or suggestions from the Select Board.

old

## Readfield Beach Event Reservations Form

(A Readfield Beach permit is required for all reservations during the season)

Sponsoring Person/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Readfield Resident: Y / N If not, please state: \_\_\_\_\_

**Off season reservations only for non-members (Season is Memorial Day through Labor Day)**

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**In the event of rain you will have the option of rescheduling to an available date. No refund will be given.**

Rain date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Type of Function: \_\_\_\_\_

(Private parties, Birthday parties, weddings, school outings, Etc.)

A. Parties of 1-10 people	\$20 user fee
B. Parties of 11-25 people	\$30 user fee
C. Parties of 26-50 people	\$50 user fee

- The full amount should be paid in full at time of reservation
- Cancellation of the event, other than rain, within one week prior to the schedule event will result in the forfeit of the deposit amount.
- **All people involved in the event must adhere to the beach rules (on back of reservation forms)**
- **Any costs associated with clean up will be billed to the responsible party.**

SIGNATURE CONFIRMS THAT THE INFORMATION GIVEN IS CORRECT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Revised

## Readfield Beach Event Reservations Form

(A Readfield Beach permit is required for all reservations during the season)

Sponsoring Person/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Readfield Resident: Y / N If not, town and state: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**In the event of rain you will have the option of rescheduling to an available date. No refund will be given.**

Rain date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Type of Function: \_\_\_\_\_

(Private parties, Birthday parties, weddings, school outings, Etc.)

	<b>MEMBERS</b>	<b>NONMEMBER</b>
A. Parties of 1-10 people	\$20 user fee	\$60 user fee
B. Parties of 11-25 people	\$30 user fee	\$70 user fee
C. Parties of 26-50 people	\$50 user fee	\$90 user fee

- The full amount should be paid in full at time of reservation
- Cancellation of the event, other than rain, within one week prior to the schedule event will result in the forfeit of the deposit amount.
- **All people involved in the event must adhere to the beach rules.**
- **Any costs associated with clean up will be billed to the responsible party.**

SIGNATURE CONFIRMS THAT THE INFORMATION GIVEN IS CORRECT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Readfield

## Release and Indemnification For Liability on Town Property

In consideration of the Town of Readfield, Maine permitting the undersigned to use or occupy Readfield Town Beach, for the following purpose: \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, activities during the use of the premises as described above.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officials, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

For: \_\_\_\_\_

Before me, \_\_\_\_\_  
Witness Signature

## 8. Road maintenance priorities

The Town Manager/Road Commissioner met with the Road Committee on July 23, 2014 and presented the following list of priorities for road work over through the fall of 2014:

“The budget line for contracted road services is \$75,000. This was built from estimates for ditching, crack sealing, paint striping, tree removal, brush removal, culvert installation, rock removal and sink-hole repair, paving of culverts and patches, shoulder repairs, and other items as needed.

Due to the awarded contracts for paving and shoulders installation, the rest of the roads budget needs to be reduced by \$27,500 to balance the higher costs. If this is taken from the contracted services line, there would be \$47,500 remaining. The priorities for using this would be to do the work that most preserves the structure of roads and any work that is of more immediate need, or for safety issues:

Brush removal from ditches: multiple roads throughout town (left from ice storm) - \$2500

Ditching: Plains Road from Rte 17 to railroad, Chase Rd section, possible other short sections - \$20,000

Crack-sealing: multiple road sections throughout town – up to \$10,000

Culverts installation and clearing: Chase Rd, Plains Rd, Lane Rd. – up to \$5,000 including paving below

Paving of culverts: Chase Rd, Russell St (2)

Rock removal and sink hole repair: South Rd, Chase Rd – up to \$2,500

Other work could be postponed, such as paint striping and tree work, unless there were immediate safety issues or imminent repairs that could arise. There would be a balance remaining of about \$7,500 for unforeseen items.”

The Road Committee voted to approve the priorities as presented above, to be shared with the Select Board, and to consider the budget again in the fall to see if any additional items could be considered for safety and traffic calming, such as paint striping.

## **9. Mailbox Guidelines**

Please see the attached Mailbox Guidelines as reviewed with suggested changes by the Road Committee.

These guidelines are printed each fall in the Messenger to let residents know how to place boxes so the snowplows can avoid them.

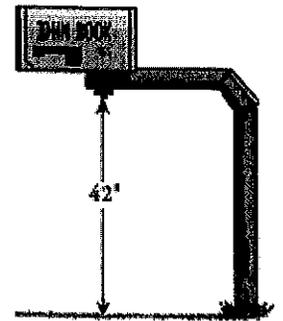
These guidelines are not a policy, per se, but general information for the public. The Town Manager used an initial example from the Town of Saco's public works department in 2005 and redid it with slight changes for Readfield. They also are reportedly similar to what DOT uses. The Town has shared these guidelines since 2005, updating contact numbers for the current plow contractor and some language for clarification as needed. The Road Committee reviewed these for the first time on July 23, 2014. The Select Board has not formally reviewed these guidelines.

The guidelines are meant to be mostly practical information, with reference to state law about mailboxes as encroachments in the right of way - so there is no municipal liability for snowplow damages to mailboxes.

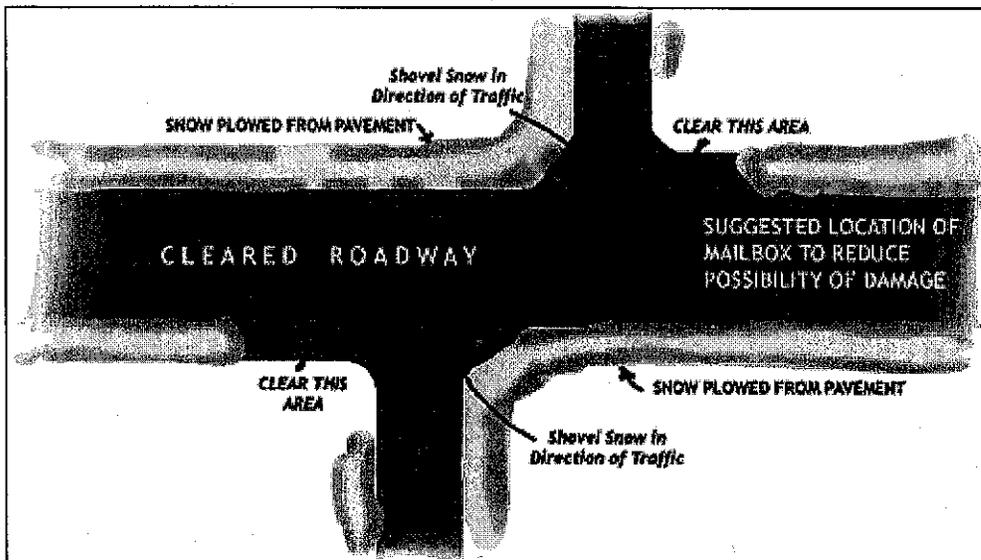
## Mailbox Guidelines – for Winter 2014-15

Readfield's snowplow contractor will take all precautions to avoid striking mailboxes with the wing of the plow. Below are some tips for mailbox placement to help reduce the chances of damage during winter plowing:

- Mailbox post size must not exceed 4" by 4" for a wooden post or 2" diameter for a steel pipe post for roadside barrier safety. Posts that are more substantial in construction are considered "deadly fixed objects" and are not permitted within the Town's right-of-way.
- Mailboxes and any supports should be installed at least 42 inches high to provide clearance for the plow wing as shown in the picture. We recommend the use of an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.
- Below you will find a sketch showing the recommended location for your mailbox. Placing the mailbox on the side of your driveway away from approaching traffic will allow our driver to properly clear the roadway and to get as close as possible to your mailbox to minimize the amount of shoveling you will have to do to clear the mailbox for the postal carrier.
- For uncurbed roadways set the mailbox back at the far edge of the road shoulder (at least 3 feet back from pavement edge, when possible) to provide the maximum possible roadway clearance. For curbed roads the face of the mailbox should be 8-12 inches back from the curb face.
- To assist emergency vehicles, please place reflective material on the side of the box visible to approaching traffic with 4" high letters to identify the address.



In the event your mailbox is damaged by the plow we ask you to make any needed temporary repairs. If you are unable to make such repairs on your own please call our Snow Plow Contractor, Steve McGee at 776-8007 or 776-8011 and his crew will attempt to repair or replace the mailbox when time permits. Substantially damaged property will be replaced in the spring with a basic metal mailbox. Newspaper boxes will not be repaired or reset by the Town or plow contractor in any event.



The Town and plow contractor will not replace or reimburse for custom made mailboxes, ornate posts or granite post, etc., existing mailboxes with rotted posts or in obviously poor condition, or any mailboxes that have not been located according to these guidelines. State of Maine law views mailboxes as an encroachment in the public way put there at the owner's risk and municipalities are not legally liable for any damage or repairs to mailboxes due to plowing operations.

## **10. Road shoulders gravel purchase method**

The Town needs to purchase about 600 yards of additional gravel for the road shoulders installation work. The total cost for materials and trucking could range up to \$10,000. This would fall under the RFP requirement of the purchasing policy (exceeding \$5,000), unless waived by the Select Board.

An alternative to an RFP could be seeking "per ton" sealed competitive quotes from gravel pit operators, and by using hourly trucking rates already provided by several contractors. The materials also could be purchased using sealed quotes for delivery to the Town's salt shed. A competitive quote process would be faster than an RFP process.

The Select Board may consider how to purchase and deliver this gravel.

## 11. Library painting RFP

This item was tabled at the last Select Board meeting, pending a response by MMA's legal services to the question of rejecting the two qualified proposals received by the Town for this work.

Please see the following response from MMA attorney, Rebecca Seel:

Hi Stefan,

I see no legal reason why the board can't reject both of the bids received and advertise another RFP soliciting requests from anyone who is interested. I realize that this might seem unfair to the two original bidders, but since the board apparently reserved the right to reject all bids in its original RFP notice, the bidders were put on notice and should have anticipated that possibility. Also, the original bidders could have contacted you to find out what amount was budgeted for this work and apparently didn't do that; I assume that information wasn't included in the RFP notice.

I hope this is helpful. Feel free to follow up with me if you have additional questions about this.

Sincerely,

Becky

Rebecca Warren Seel, Senior Staff Attorney

Legal Services Department  
Maine Municipal Association

The Select Board could accept or reject either of the received bids. The Board could release a new RFP and solicit more proposals from more firms. The Board also could consider having this work done in-house, as suggested by Sue Reay. The Town's Head of Maintenance employee could take a DEP lead certification course on July 31<sup>st</sup> and then supervise the painting work with hourly employees, purchasing paint and brushes, and renting any necessary equipment.

The Town Manager will implement the Select Board's decision on this matter.

## **12. Select Board retreat preparations**

The Town Manager signed a use agreement with the Torsey Church for use of the Fellowship Hall at no charge for the Select Board retreat on August 8, 2014.

The Town Manager signed a contract with retreat facilitator, Dana Lee.

Guests have been invited, including RSU representatives, legislative representatives and legislative candidates. Times for these guests will be arranged with the retreat facilitator, Dana Lee.

Select Board members are reminded to send information to Dana Lee directly, as requested previously, using the retreat input forms.

The agenda will include referring to and updating an annual calendar.

Select Board members could consider volunteering to provide different food items for the retreat.

### **13. Tax commitment and mil rate**

The Board of Assessors will meet earlier on Monday, July 28, 2014 to consider a mil rate and tax commitment for the current fiscal year. They will bring their decision to the Select Board for review.

### **14. Other (if needed)**

The Board could consider adding additional agenda items if needed.

### **15. Public Communications**

Members of the public may address the Select Board on any topic.