

**Readfield Select Board**  
**Regular Meeting Minutes July 28, 2014**

**Select Board members present:** Sue Reay, Valarie Pomerleau, Tom Dunham, and Greg Durgin.

**Select Board members absent:** Allen Curtis

**Others attending:** Lee Mank (Fire Chief), Lenny Reay, David Linton, Shannon Gould (PEG TV), Stefan Pakulski (Town Manager), Peter Davis (Road Committee)

Mrs. Reay called the meeting to order at 6:40 pm, followed by the Pledge of Allegiance.

**(1) Minutes**

**Motion** by Ms. Pomerleau to approve the minutes of 07/14/2014 as amended; **second** by Mr. Dunham; **vote** 3-0-1 (Durgin abstained due to absence).

**(2) Warrant #2**

Mr. Dunham reviewed the warrant. There was a question on the Key Bank invoice for a road bond payment.

**Motion** by Mrs. Reay to accept Warrant #2 in the amount of \$345,139.01 pending clarification of Key Bank's bond payment invoice for the correct principal, interest and interest rate, **second** by Mr. Dunham. **Vote** 4-0-0.

**(7) out of order – Beach Rental Agreement**

The Board compared the old agreement to the new agreement, noting a \$40 increase in non-member fees. Although the Recreation Association Board of Trustees has fiscal authority for the beach and fees charged, the Select Board agreed to review the new rental agreement.

**Motion** by Mrs. Reay to approve the new beach rental agreement as presented, **second** by Mr. Durgin. **Vote:** 4 – 0 - 0.

Mrs. Reay also asked when the Recreation Board was going to take over responsibility of maintaining and mowing the new athletic field at the Fairgrounds. David Erb has called a meeting to discuss this, and Greg Durgin will encourage the meeting to be held soon.

**(5.a.) out of order – Fire Department purchase request**

Fire Chief Lee Mank reviewed a department request to purchase a new “Jaws of Life” for \$21,276 with a two-year warranty.

**Motion** by Mrs. Reay to have the Fire Department purchase a new set of “Jaws of Life” using the capital equipment account for \$21,276, **second** by Mr. Durgin. **Vote:** 4 – 0 – 0.

Chief Mank also noted there will be an upcoming meeting with Sean Goodwin of KCEMA for planning of the September 17, 2014 emergency training event at Maranacook high school.

**(3) Select Board Communications**

Mrs. Reay noted there have been no applications yet for the Board Secretary position. She asked about progress of the Public Works ad hoc committee. Mr. Dunham said he will schedule an organizational meeting soon for this committee, and to set a work schedule. Mr. Durgin said that he will meet with Ms. Pomerleau and Priscilla Glover-Zarella regarding the Select Board Liaison committee. There will be a Select Board audit workshop at 4:30 PM on August 27, 2014. Several community events will take place on August 8, 2014. There might be a Select Board workshop on the Town Manager's performance evaluation format on August 13, 2014 pending availability of Board members.

Mrs. Reay shared several documents she wrote in response to different messages addressed to her as Select Board Chair. She read each of them aloud. One was addressed to Deb Doten and Grace Keene. Another was addressed to Karen Peterson. A third was addressed to Peter Davis. Mrs. Reay's responses and the original messages will be included with the minutes in the next packet.

Ms. Pomerleau noted an upcoming MMA training event on the Roles of Elected Officials and Municipal Managers, scheduled for December 2014. There was consensus from the whole Board to sign up for this event.

Mr. Dunham said he would respond to Lenny Reay's question on overtime later on the agenda.

#### **(4) Town Manager:**

Mr. Pakulski reviewed several items including MDOT's URIP certification form regarding use of state road assistance funds in the past year. There was general consensus from the Board to have MMA handle the disposition of the totaled Town pickup truck, and to have the Town Manager buy a replacement pickup from state surplus this week. There was a question about General Assistance payments, and the Town Manager noted that General Assistance does not pay for heating fuel in June, July or August.

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

**Motion** by Mr. Durgin to reappoint Sarah and Aaron McClure to the Recreation Association Board, **second** by Ms. Pomerleau. **Vote:** 4 – 0 – 0.

#### **(8) Road maintenance priorities**

Mrs. Reay asked whether different road budget lines might apply to some of the proposed maintenance tasks. All contracted services would be under that one budget line, but any purchased materials would come from other lines. There was a question about why ditching is proposed for the Plains Road when the road was rebuilt six years ago. The high amount of water and runoff has built up lots of material in ditches and culverts. There was a question about the cost-effectiveness of using a pulp truck to pick up brush from Town roads. Mr. Linton noted this would be cost-effective as he piled up much of the brush and limbs from the roads he did from the December ice storm.

There was discussion of what to include in an RFP for road maintenance. The suggestion was to include all the specified ditching, culvert installations, rock removal, and sink hole repair in one contract. Paving of culverts, crack sealing, and brush pickup would all be separate contracts. The Town Manager will have an RFP for the maintenance tasks ready for review by the next Board meeting on August 11, 2014.

#### **(9) Mailbox guidelines**

There were suggestions to include newspaper boxes under bullet #2, and that boxes shall be placed at a minimum of 42 inches of clearance from the road surface. The guidelines will be published in the September Messenger, on the website, and on the PEG cable TV station if possible.

#### **(10) Road Shoulders Gravel Purchase**

Mrs. Reay asked if any local pits would be considered for the gravel. They would be considered if they could supply the requested type of gravel.

**Motion** by Mrs. Reay to waive the purchasing policy and use rate sheets to hire trucking for the road shoulders gravel. There was **no second**, so the motion failed.

**Motion** by Mrs. Reay to seek sealed quotes for road shoulders gravel and sealed quotes for trucking of the gravel, **second** by Mr. Durgin. There was some discussion. **Vote:** 4 – 0 – 0.

**Motion** by Mrs. Reay to amend the previous motion to include costs for additional gravel amounts over 600 yards, and to have quotes back by 1:00 PM on Thursday, August 7, 2014, **second** by Mr. Durgin. **Vote:** 4 – 0 – 0.

**(11) Library Painting RFP**

The Board discussed whether to reject the two received bids and have a Town employee get lead certified and paint the library, or go back out to bid again, or negotiate with the low bidder (Crapott's Corporation).

**Motion** by Mr. Dunham to negotiate with the low bidder for Library painting to see if it can be done within the budget, **second** by Mrs. Reay.

Discussion followed. Mrs. Reay noted a backup option would be needed if it's not possible to negotiate for the job to be done within the budget.

**Motion** by Mrs. Reay to amend the motion to have the Town Manager get back to the Select Board by email after speaking with the low bidder to see if the Town has to proceed in a different direction, after contacting the low bidder tomorrow, **second** by Mr. Durgin. More discussion followed.

**Motion** by Mrs. Reay to amend the amendment to include the Town Manager clarifying the low bidder's scope of work as listed in the bidder's proposal, **second** by Mr. Durgin.

Mr. Dunham asked why this was necessary if the bidder met the terms of the RFP.

**Motion** by Mrs. Reay to extend the meeting to 9:30 PM, **second** by Ms. Pomerleau. **Vote:** 4 – 0 – 0.

**Vote on the amendment to the amendment:** 1 – 3 – 0 (Pomerleau, Durgin, Dunham)

**Vote on the amendment:** 3 – 1 – 0 (Reay)

**Vote on the original amended motion:** 3 – 1 – 0 (Reay)

Based on the votes above, the Town Manager will negotiate with the low bidder to do the job within the budget, and inform the Select Board by email of the outcome. The Town Manager also will consider signing up an employee to attend a lead certification course.

**(12) Select Board retreat preparations**

The Board members assigned food items among themselves to bring to the retreat.

**(15) Public Communications (out of order)**

Mr. Dunham answered Lenny Reay's question from the previous meeting about a full time employee working overtime on a weekend. Mr. Dunham spoke with the Town Manager about this and relayed that the decision was made based on the circumstances.

Lenny Reay asked whether the Select Board has authority to put a freeze on paying overtime.

Sandra Rourke asked when overtime would be required on a weekend.

**(13) Tax Commitment and Mil Rate**

Mr. Durgin reviewed the tax commitment as decided by the Board of Assessors previously in the day. He handed out a description of that action. The mil rate was set at 0.0185

**(14) Other**

Mr. Dunham asked that the personnel policy be reviewed in the near future. Mrs. Reay noted this could be done after the union decision and any negotiations are complete.

Mr. Dunham asked what could be done about the high mil rate, or how to address it. He noted that by far the biggest issue around town is the tax rate.

**Motion** by Mrs. Reay to enter executive session pursuant to Title 1 M.R.S.A. section 405, 6.d for labor negotiations; **second** by Mr. Durgin. **Vote:** 4 – 0 - 0.

The Board entered executive session at 9:33 PM.

The Board left executive session and adjourned the meeting at 10:10 PM.

Recorded by Stefan Pakulski