

Select Board
Meeting
8/25/2014

**Readfield Select Board
Regular Meeting
Agenda**

August 25, 2014

Location: Town Office

Meeting Starts: 6:15 PM

1. Executive session on disposition of public property negotiation

Recess until 6:30 PM

Pledge of Allegiance

2. **Minutes:** Select Board meeting minutes of July 28, August 11 and 14, 2014
3. **Warrant:** 4 – 5 minutes

Communications – 40 minutes

4. Select Board communications
5. Town Manager
6. Boards, Committees, Commissions & Departments
 - a. Fairgrounds Athletic Fields Committee minutes

Appointments/Reappointments – 5 minutes

7. Recreation Association Board candidate: Carrie Knight

Unfinished Business:

8. Road maintenance and crack sealing quotes – 10 minutes
9. Select Board retreat draft report (if available) – 10 minutes

New Business:

10. Bid for roto-phase power converters – 5 minutes
11. Select Board Liaison Policy – first reading – 10 minutes
12. Other (if needed)

Public Communications – 15 minutes

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

Executive Sessions

14. Poverty abatement application
15. Labor negotiations update (if needed)

Adjournment

#1

Executive Session

1. Executive session on disposition of public property

This session could be called pursuant to Title 1 M.R.S.A. Section 405, 6. C.

This would allow “discussion or consideration of the condition or disposition of publicly held property if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.”

In this case, the Select Board could review in executive session the relative value of two used roto-phase power converters at the Transfer Station prior to opening and considering any bids for the converters later on the agenda.

#2

Minutes

Readfield Select Board
Regular Meeting Minutes July 28, 2014 - Unapproved

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), Deb Doten (Cemetery Committee), Peter Davis (Road Committee), Grace Keene (Cemetery 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 approved the new beach rental agreement as presented, **second** by Mr. Durgin. **Vote:** 4 – 0 - 0.

Mrs. Reay also asked the Recreation Board 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.

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 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 out 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 Manger 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, Curtis, 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.e; **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

Readfield Select Board

Regular Meeting Minutes August 11, 2014 – unapproved

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

Others attending: Kristie Hutchinson (PEG TV), Stefan Pakulski, (Town Manager), Peter Davis (Road Committee), Ray Renner, Fran Zambella, Pamela Glidden, David Glidden, Lenny Reay.

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

(1) Minutes: The minutes of the July 28, 2014 meeting were not complete. Mr. Pakulski will have them completed for the next meeting on August 25, 2014.

(2) Warrant: Mr. Curtis reviewed the warrant totaling \$319,508.44. There was a discussion regarding the check to Bernstein, Shur. Mrs. Reay would like the RSU payment looked into just to verify the total that is owed.

Motion by Ms. Pomerleau to withhold the check going to Bernstein, Shur for the total of \$2,992.50 from Warrant # 3 that totals \$319,508.44, minus the \$2,992.50 would be \$316,515.94, **second** by Mr. Dunham; **vote** 5-0-0.

(3) Select Board Communications:

- Mr. Durgin reminded participants to be polite, limit comments to 3 minutes, and to be respectful.
- Mr. Curtis wanted to publicly thank the people at the Select Board retreat for all their efforts. Ms. Pomerleau volunteered to send a thank you letter to the Torsey Church for the use of their church for the retreat.
- Mrs. Reay discussed the availability of members to change a workshop date from August 13th to the 14th at 4:30 on the Town Manager's performance evaluation format.
- Mr. Dunham had no update on the PW ad hoc committee as he still needs to know available dates for meeting at the Town Office.
- Mr. Durgin reported a good turnout for the Library book sale on Saturday, the rug show, the Fire Department supper, and car show at the school. It was a busy day and there was a good turnout.
- Mrs. Reay received a letter from Rick Barton regarding the Morrill Road trail. There was a discussion of where the trail goes and that there is opposition by abutters. Public safety on 17 was discussed. The legal basis and State statutes were highlighted in Barton's letter.

Motion by Mr. Curtis that we have a moratorium on any additional trail work on the Morrill Road project until after we receive legal justification, **second** by Mr. Dunham.

Further discussion involved protecting land owners and the possibility of a public hearing after legal verification, having a conversation with the Trails Committee, and agreeing that a process needs to be put in place to proceed. A suggestion was made to use MMA instead of legal counsel to get interpretation. The cost of a trail versus amount of use was brought up. There was a question on whether the Town has a right to improve a public easement.

Vote: 5-0-0.

Mrs. Reay will email Mr. Barton and Mr. Pakulski will notify Milt Wright of this.

- Mr. Durgin will have a first draft August 25 for the Select Board Liaison policy.
- Mrs. Reay received correspondence from a resident, Milt Wright. She stated the Board will not respond to second-hand information. Mrs. Reay responded concerning money spent on legal costs related to the union, and noted employees have the right to collectively bargain. She said the Board felt it was in the best interest of the Town to proceed with a lawyer on our end of the issue. Legal costs for this are around \$12,000 so far.

(4) Town Manager:

- There was discussion regarding a held payment to Key Bank on the last warrant. Key provided a revised invoice, correcting an interest rate error. The payment amount remained the same, so the Finance Officer mailed the check.
- Mr. Pakulski spoke on the purchase of a truck from State Surplus for \$5,500. Full reimbursement of \$9,160 for the old truck will be enough for any repairs that need to be done to this truck. It is fully stickered and running well.
- The Board will wait for employee input on the Giles Hall rental agreement.
- There was discussion of Town representatives to KVCOG's General Assembly.

Motion by Mr. Durgin to appoint the Town Manager to be on the Board of Directors for KVCOG and serve as our representative for the General Assembly for a one-year term, **second** by Mr. Dunham; **vote:** 5-0-0.

Motion by Mr. Durgin to appoint Allen Curtis to be on the Board of Directors for KVCOG in addition to serving as one of our representatives for a one-year term, **second** by Ms. Pomerleau; **vote:** 5-0-0.

- Mr. Pakulski noted a staffing update: Laurie Chick is here as the new Board Secretary.
- Mr. Pakulski requested August 15th, 18th, and 22nd off.

(5) Boards, Committees, Commissions & Departments:

A. Fairgrounds Athletic Fields Update

- There was discussion regarding a survey sent out by Dave Erb. It was suggested that a leadership committee be established to make sure things happen on the property.

(6) Recreation Association Board Candidate:

- Carrie Knight was not present for consideration. First-time appointees must attend a Select Board meeting. Mr. Pakulski will invite her to the next meeting.

(7) Road Shoulders Gravel and Trucking Quotes:

- The Board reviewed differences between Pike's and McGee's material quality and quotes for trucking. The materials will need to be seen in order to make a decision. The consensus of the Board is that the determination on the quality of materials will be made by Mr. Pakulski, as Road Commissioner with help from his deputy.

Motion by Mrs. Reay to award gravel and trucking to McGee Construction pending that the material stated is of the same or equal quality of the Pike material. If material is not of the same or equal grade then we will award the contract to Pike Industries for \$10,080, **second** by Mr. Durgin; **vote** 5-0-0.

(8) Library Painting RFP:

- The Board needs to keep MMA's insurance division in the loop regarding plans to proceed with painting. The Board discussed different alternatives.

Motion by Mr. Curtis that we re-advertise and rebid the quote on painting the two remaining sides, **second** by Mrs. Reay.

- Further discussion regarding inspection for rot was discussed. Mr. Dunham will inspect and report back at the next meeting. Mr. Pakulski said MMA indicated insurance coverage won't change if the Town postpones painting until next year as long as the building's structural integrity is not undermined. Bonding requirements for contractors were brought up. A question was posed by Ray Renner regarding using vinyl siding as opposed to paint. The effect of vinyl on historical value was questioned. The Board talked about waiting to pass a motion until an inspection is done.

Vote: 0-5-0, 5 against, motion fails.

Motion by Tom Dunham to reject both of the library painting bids, **second** by Mr. Durgin; **vote** 5-0-0.

Motion by Tom Dunham to reject Crapott's negotiated offer of \$11,000, **second** by Mr. Curtis; **vote** 5-0-0.

(9) Select Board Retreat Follow-Up:

- One retreat priority was that a plan of action needs to be made regarding next year's budget. Mr. Pakulski will contact Budget Committee Chair, John Parent to suggest moving up the budget schedule 3 to 4 weeks so there will be more time to deal with the budget.

(10) Bid for Three-Phase Converters:

- The Board has a sealed bid for the three-phase converters from a Readfield Enterprise Fund Awardee. The Board is not comfortable accepting a bid when the value of the converters is not known. Mr. Pakulski will research further to try to get more information so it can be discussed at the Thursday workshop or put on the agenda for the August 25th.

(11) Readfield Corner Water Association Agreement:

- The Board discussed updating and signing the RCW forms. The water rate charged by the RCW is 5th lowest in the state of any district that has any water.

Motion by Ms. Pomerleau to have the Town Manager fill out and return member contact forms for the Fire Department and Library to Readfield Corner Water Association, **second** by Mrs. Reay; **vote** 5-0-0.

(12) Other:

- Mrs. Reay brought up a KJ article regarding vacant lots in the Libby Hill Business Park and FirstPark and losses in the millions of dollars.
- The Road Maintenance Services request for quotes wording and dates were discussed. The Purchasing Policy was referred to as well. Wording should be changed to be consistent on all roads. Sealed quotes will be required, but not an RFP. Faxed or emailed quotes will not be accepted.

Motion by Mr. Curtis that we direct the Town Manager to accept quotes for the road maintenance services with noted corrections as listed in the document entitled Road Maintenance Services with all proposals being due on August 21st and in a sealed envelope at 1:00, **second** by Mr. Durgin; **vote** 5-0-0.

- Crack Sealing is a priority, and if over \$5,000, would need sealed quotes according to the Purchasing Policy.

Motion by Ms. Pomerleau to have the Town Manager get at least 3 sealed quotes for crack sealing and due in on the 21st of August at 1:00 p.m. with the same specifications as the last road maintenance work, **second** by Mr. Durgin; **vote** 4-1-0, Tom Dunham against.

- Mrs. Reay reported that the Town got a check in the amount of \$1,103 for an MMA Worker's Comp. Fund dividend.

(13) Public Communications:

- Fran Zambella asked whether correspondence from a resident addressed to one Board member gets shared with all members. Response by the Board is that it's at the member's discretion. It goes into the public record. Mrs. Reay confirmed the letter was from Milt Wright and it will be public information.
- Fran Zambella thanked all the Board members for doing a great job, putting in lots of time and really doing their homework and noted that Madam Chairperson runs a tight ship.

- Peter Davis said the Road Committee will look at sealed bids for road work and crack sealing.
- Peter Davis asked for an electronic version of Allen Curtis's road project template. Information hasn't come that was requested. Allen Curtis will send everything he has to Peter.
- Mrs. Reay noted that Mr. Davis's previous estimate of legal costs related to the union issue included a bill she had not seen, so his estimate was higher than hers.
- Mr. Davis noted the legal cost was \$1,575 for addressing Reay Construction's complaint against the Town Manager. He asked if this issue was concluded or if it would go to court. Mrs. Reay said she could not address that issue.
- There was discussion regarding legal bills being broken down into detail now that weren't broken down in the past.
- Mr. Reay said his issue against the Town Manager is perhaps not over yet. He won't let two Select Board members govern what he does.
- Mr. Reay sent an email and wanted a yes or no answer regarding if for some reason you were out of money in the cemetery account, would you hold an emergency meeting to create funds to mow lawns on Saturday and Sunday overtime for a full-time employee. The consensus of the Board is that a special meeting would not be called to cover funds for mowing and the reason being that requests to cover overdrafts are made at Town Meeting.

Motion by Mrs. Reay at 9:07 p.m. to enter into Executive Session pursuant to Title 36 M.R.S.A. 841-2 concerning a Poverty Abatement Request and invite the Town Manager to attend, **second** by Mr. Curtis; **vote** 5-0-0.

The Board entered executive session at 9:07 p.m.

Recorded by Laurie Chick. Section below recorded by Stefan Pakulski.

The Board left executive session at 10:31 PM.

Motion by Mrs. Reay to enter into Executive Session pursuant to Title 1 M.R.S.A. Section 405, 6. D. concerning labor negotiations, with the Town Manager invited to attend, **second** by Mr. Curtis; **vote** 5-0-0.

The Board entered executive session at 10:32 p.m.

The Board left executive session at 10:48 p.m. and reconvened in open session.

Motion by Mr. Durgin to not pay the last bill to Bernstein, Shur, Nelson and Sawyer in the amount of \$2,992.50 until the Select Board has a meeting with the firm to discuss next steps, **second** by Ms. Pomerleau. **Vote:** 5 – 0 – 0.

The Board agreed Mrs. Reay could set up a meeting between her and legal counsel Lee Bragg.

Motion by Mr. Durgin to adjourn, **second** by Ms. Pomerleau. **Vote:** 5 – 0 – 0. The Board adjourned at 11:10 PM.

Readfield Select Board
Workshop Meeting Minutes August 14, 2014 - Unapproved

Select Board members present: Sue Reay, Valarie Pomerleau, Tom Dunham, Greg Durgin and Allen Curtis.
Others attending: Stefan Pakulski (Town Manager), Deb Doten, Lorraine Wagner, and Marion Dunham.

Mrs. Reay called the meeting to order at 4:30 pm.

The Board discussed possible ways to create a performance evaluation format for the Town Manager position that would be a clear, measurable way to communicate regarding objectives. This work will continue.

Motion by Mrs. Reay to enter executive session pursuant to M.R.S.A Title 1, section 405, 6 D for an update on the bargaining unit discussion, with the Town Manager invited to attend; **second** by Mr. Durgin; **vote:** 5 – 0 – 0.

The Board entered executive session at 5:50 PM.

The Board left executive session at 5:53 PM.

Hearing no further business, Mrs. Reay adjourned the meeting at 5:54 PM.

Recorded by Stefan Pakulski

#3

Warrant
(at meeting)

#4

Select Board Communications

4. Select Board communications

The audit workshop on Wednesday August 27th at 4:30 PM is confirmed with auditor Chris Backman. Chris will be at the office starting August 25th to work on the audit.

Other workshops: The Board needs to set dates for continuing work on the Town Manager's performance evaluation format; a session on the budget & mil rate process; and possibly on the Road Surface Management System (RSMS).

EOP event on September 17th: All Select Board and Town staff members should read the EOP in preparation for the KCEMA event at the high school on September 17th.

Budget Committee Chair, John Parent has invited the Select Board to attend a meeting with the Budget Committee on October 16, 2014 to talk about the CIP and budget process and schedule.

The Select Board retreat draft report (if available) will be an agenda item, or could be skipped if not yet available from Dana Lee.

Board members may share other communications items.

#5

Town Manager

🌀 Town Manager updates for August 25, 2014

Storm road damage: As reported earlier, the heavy rain on August 13th damaged several roads, requiring emergency repairs the next day. Scribner Hill Road and the Walker Road had significant damage which local contractor John Cushing was able to repair on August 14th. Town employees fixed several smaller damaged spots.

RSU fees and valuation: The RSU Superintendent and Finance Manager shared a report with the Select Board at the recent retreat showing that the state valuation for Readfield has declined slightly. This new valuation will be used in calculating Readfield's share of the RSU budget for next year. There is no impact on the current RSU budget.

Library sides inspection: On August 17th, Tom Dunham inspected the two sides of the Library that still need painting. He reports that there are a few areas that should be fixed, such as a gap between the moulding and freeze board at the top of the north side, and a rotted sill beneath a door on the west side. Tom can provide more details in the meeting. He thinks the cost of repairs could be to a couple thousand dollars, and these could be done this fall. Painting could be considered for next year.

Library items on second floor: Library Trustee president, Deb Peal reports there are a few items on the second floor of the Library that possibly could be sold. She will bring a list of the items and ask the Select Board to consider putting them up for sale. This will help to remove clutter from the second floor as part of a clean-up effort.

Trail and public easement update: MMA legal services attorney, Rebecca Seal responded to the letter from Richard Barton to Sue Reay about the plan for a trail on the discontinued section of the former Nickerson Hill Road below the current Morrill Road. Ms. Seal stated to the Town Manager that she is supportive of the Town's position as previously stated by legal counsel, Lee Bragg. The public easement exists on the site of the discontinued road and the Town has the right to improve that easement with funds approved by Town Meeting. She does not think an additional Town Meeting vote is required for the public easement to be used or improved for recreational purposes. Town Meeting has already raised and appropriated funds for trails development in Readfield, and those funds could be used for trail work on the public easement. She sees the question as political and not legal, based on the information presented. The question is whether the Town should proceed with a trail if the abutting landowner opposes the trail – even though the Town has the legal right to improve the easement, including up to full restoration of the road. It might help to get more public input on the value or importance and support of the proposed trail. Barton cannot block access to the easement or prevent anyone from using it.

Upcoming sessions: The Select Board might call two sessions on September 3rd or in the near future to discuss the Town Manager's performance. These might or might not be in executive session.

#6

Boards,
Committees,
Commissions &
Departments

Minutes of Fairground Fields Committee Meeting August 14, 2014 6:15-8:30 pm.

Attending:

Representatives from Fields, Trails, Conservation, & Recreation Committees, Lenny Reay from Reay Construction, and Greg Leimbach

Dave Erb presented an agenda he had worked on for a starting point. Major topics were: current status of the parking lot and the field; Tasks to be considered for this fall and the upcoming season of play; Ongoing and basic maintenance; Next meeting , Project plan and time line.

It was decided the gate that the Conservation Commission purchased will be part of the access way improvement and the grade of the access way from the parking lot will be in compliance with Americans With Disabilities Act (ADA). Dave and Kathy DuPont will have a discussion on dugouts and backstop.

The field is currently being mowed by volunteer Greg Leimbach. There will be a renovation to a wet section with a new drain done this fall by Reay Construction. After that is completed, the field will have additional seeding and maintenance done by Sports Fields for about \$800. The Fields Comm. has a little over \$20,000 in donated funds in the account.

Conversations and topics were free flowing with many good ideas brought forth. The following list contains many, but probably not all, topics. These conversations centered around fencing (permanent vs. temporary), dugouts, backstop, other drainage issues, parking lot completion, interfacing with trails, stockpiling ditching material for future use at the Fairgrounds as a cost saving move, pesticide control, additional fund raising, long range plan for overseeing the whole Fairgrounds property, safety issue on entering / leaving the parking lot and pedestrians going to the Fairgrounds, mowing of the banks surrounding the field, overall responsibility for mowing the Fairgrounds property, poison ivy and brush control, new trail or path to "box seat" area of the baseball field, turning over the baseball field to the Rec. Dept., use and regulation of the field beyond town baseball season, Porta Potty on site, and trash control.

Next steps include getting quotes for access way work, poison ivy control, seeding and maintenance this fall, and continuing a dialogue with the interested parties.

Dave Erb agreed to work on getting the next meeting scheduled hopefully within a month.

Respectfully submitted,

Greg Durgin

#7

Appointments

TOWN OF READFIELD

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:

1st time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Recreation Committee

Name:

Carrie Knight

Phone (H):

207 685 0000

Street address:

97 Old Kents Hill Rd

Phone (C):

207 332 6522

Mailing address:

Readfield me 04355

E-Mail:

Carrie.knight@hotmail.com

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

Spent many years as camp counselor and Sunday school teacher, have 3 kids and volunteer for many events

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

3 kids in elementary school and want to help bring fun events and activities to town

If you are currently employed, what is your position?

stay at home mom

APPLICATION FOR APPOINTMENT FOR:

Name: Carrie Knight Position Rec Committee Term: 2 yr

CLERK'S USE BEFORE THE APPOINTMENT

Open position Recreation Board Term: 8-11-14 - 6-30-16

Was this position advertised? Yes No If no, please explain: _____

Is there a recommendation attached? Yes No If no, please explain: _____

I feel Carrie would bring a lot to the board. She has two young kids in the school system and she helped us last year with the Halloween Party when she had just moved in to town. Very nice family.

Thank you,
Kathleen Dupont

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 Carrie Knight of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Board of Trustees, 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:

8-11-14 thru 6-30-16. Given under our hand this 11, day of Aug., 2014.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

#8

Road

Maintenance and

crack sealing

quotes

8. Road maintenance and crack sealing quotes

The Town received one response to the request for quotes for Road Maintenance Services. The Town received three responses to the request for quotes for Crack Sealing. Please see the attached quotes received and opened publicly at 1:00 PM on Thursday, August 21, 2014.

The Road Committee will review all of these quotes on August 25, 2014 prior to the Select Board meeting, and will provide recommendations to the Select Board. The Select Board will be able to consider awarding contracts based on these quotes and recommendations that evening.

The crack sealing quotes are fairly straight forward to consider. The low quote came from Grip-Wet Sealcoating, Inc. This firm had the last contract for crack sealing in Readfield in 2012 and performed according to the terms of the contract. At this time, there does not appear to be any reason to exclude considering a contract for Grip-Wet again, based on the difference in quotes. The question is how much the crack sealing contract should be. That depends on the amount approved for the Road Maintenance Services contract, and any other anticipated work.

Based on the balance of \$47,500 remaining for contracted road services in the current budget (after accounting for the road shoulders and paving work), the Road Committee and Select Board approved the following priorities and cost estimates:

- Brush removal from ditches: multiple roads throughout town (left from ice storm) - \$2,500 estimate. (McGee Construction will do this work according to a rate sheet quote per hour.)
- Ditching: \$20,000 estimate.
- 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 estimate including paving of a culvert on Chase Rd and two on Russell St. (Rourke Construction can pave in the culverts according to a rate sheet quote per ton of asphalt installed.)
- Rock removal and sink hole repair: South Rd, Chase Rd – up to \$2,500 estimate.

The estimate for all these tasks was about \$25,000 (not including paving of the culverts).

John Cushing's quote for ditching, culvert installation and clearing, rock removal and sink hole repair is \$28,468 or about \$3,468 more than estimated. When planning the work in detail, some additional tasks were included, such as ditching and tree removal on the Gay Road, plus a cross culvert change on Chase Road so it makes sense the quote would be higher than the initial estimate. Cushing's quote could be approved, as long as the amount for crack sealing is reduced accordingly from the original estimate.

The curb preparation work is not included in Cushing's quote, so would need another contractor. There are several contractors who could be considered for this work using rate sheet quotes they already provided. If any of these contractors are available, this information will be given to the Select Board on Monday evening.

Cushing provided emergency road work on August 14th, and that could either come out of the Roads contracted services line or the Select Board's emergency contingency fund. The Roads budget also can be overdrafted up to 15% according to state law, and this could be covered by the Roads carry forward or reserve funds with Town Meeting approval.

The Select Board also could consider postponing some of the paving work, as that will cost significantly more than budgeted this year. However, recommendations from the Road Committee and Road Commissioner should be heard before such consideration.

It appears that the Road Maintenance Services quote could be approved, and that Crack Sealing could be limited perhaps to about \$5,000. The curb preparation work could be estimated at no more than \$2,500 and contracted according to rate sheet quotes.

All Other work could be postponed, such as paint striping and tree work, unless there were immediate safety issues or imminent repairs that could arise.

SCOPE OF SERVICES

Contractors shall be responsible for the following services on designated Readfield roads:

- Review designated cracks in Town roads, as directed by the Town Manager/Road Commissioner or his designee
- Clean all cracks to be sealed/filled
- Install a hot rubberized sealant in designated cracks
- Control traffic appropriately (including signage and flaggers) during crack sealing contract.

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed.

Weather permitting, all work shall be completed by September 30, 2014, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rate per gallon of installed sealant and the actual amount of gallons of installed sealant. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed sealant also will depend on the available Town funds for this work.

Readfield Road Crack Sealing Quote Form:

Contractor's name: PROSeal, LLC / Tom Boyce

Address of business: 198 College Avenue Waterville, ME 04901

Names of principals: Tom Boyce

Base quote for road crack sealing/filling: \$ 19.77 per gallon installed (including all equipment, materials, and labor/personnel).

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: 

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

SCOPE OF SERVICES

Contractors shall be responsible for the following services on designated Readfield roads:

- Review designated cracks in Town roads, as directed by the Town Manager/Road Commissioner or his designee
- Clean all cracks to be sealed/filled
- Install a hot rubberized sealant in designated cracks
- Control traffic appropriately (including signage and flaggers) during crack sealing contract.

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed.

Weather permitting, all work shall be completed by September 30, 2014, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rate per gallon of installed sealant and the actual amount of gallons of installed sealant. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed sealant also will depend on the available Town funds for this work.

Readfield Road Crack Sealing Quote Form:

Contractor's name: Shamos Sealcoating
Address of business: 8 Brookside Drive Standish, ME 04084
Names of principals: Andrew M Shamos

Base quote for road crack sealing/filling: \$ 21.00 per gallon installed (including all equipment, materials, and labor/personnel).

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: Carl M. Shamos 8/19/14

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

SCOPE OF SERVICES

Contractors shall be responsible for the following services on designated Readfield roads:

- Review designated cracks in Town roads, as directed by the Town Manager/Road Commissioner or his designee
- Clean all cracks to be sealed/filled
- Install a hot rubberized sealant in designated cracks
- Control traffic appropriately (including signage and flaggers) during crack sealing contract.

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed.

Weather permitting, all work shall be completed by September 30, 2014, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rate per gallon of installed sealant and the actual amount of gallons of installed sealant. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed sealant also will depend on the available Town funds for this work.

Readfield Road Crack Sealing Quote Form:

Contractor's name: Gripnet Sealcoating Inc.

Address of business: PO Box 2292 So. Portland, ME 04116

Names of principals: Jeffrey D. Scheetz

Base quote for road crack sealing/filling: \$13.00 per gallon installed (including all equipment, materials, and labor/personnel).

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated:  8-21-14

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

Readfield Road Maintenance Quote Form:

Contractor's name: John Cushing / Cushing Construction

Address of business: P.O. Box 171 Readfield

Names of principals: _____

Contractors may provide quotes for maintenance services on any single road, or any combination of roads, or on all roads. Contractors may also provide a lump sum quote for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Base quote for maintenance services on each road:

- Plains Road: \$ 13,808⁰⁰
- Gay Road: \$ 2168⁰⁰
- Chase Road: \$ 11,156⁰⁰
- P Ridge Road: \$ 736⁰⁰ Estimated see sheet provided by contractor
- South Road: \$ 600⁰⁰
- Old Kents Hill Road: Contractor declines bidding on this road.

The Town will furnish all needed plastic culverts and erosion control materials. The contractor will be responsible for picking up these materials at the Transfer Station and installing them.

Addenda receipt acknowledgement: _____

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: John P Cushing 8/21/14

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

ADDITIONAL INFORMATION - ROAD MAINTENANCE READFIELD

Plains Rd – Ditching to be done at a rate of \$3.20 per foot. 4315' @ \$3.20 = \$13808.00

Includes culvert cleaning

Gay Rd- Ditching to be done at a rate of \$3.20 per foot. 365' @ \$3.20 = 1168.00

Removal of brush and trees for first 125' of Road and moving of Rock

Along with culvert cleaning - \$1000.00

Chase Rd- Ditching to be done at a rate of \$3.20 per foot. 2330' @ \$3.20 = \$7456.00

Change drive culvert and cross culvert along with culvert cleaning \$3700

P. Ridge Rd- Ditching to be done at a rate of \$3.20 per foot. No estimate of footage provided by town.

Contractor estimates around 230' of ditching for this project – Estimated \$736.00

South Rd- Removal of rock and refill area with compacted gravel \$600 with town providing gravel.

Old Kents Hill Rd- No bid for this road

All materials to be provided by Town. Any gravel or rip rap needed for project to be loaded by Town. If Contractor needs to supply aggregates it will be done at a rate of \$8.00 per yard for 1½ gravel and \$11.00 per yard for rip rap.

Chase Rd and South Rd to be completed first for upcoming paving projects. Contractor will attempt to complete work by September 30th 2014

Additional ditching to be done at a rate of \$3.20 per ft.

#9

Select Board
retreat draft report
(if available)

#10

**Bid for roto-phase
power converters**

10. Bid for roto-phase power converters

The Select Board consider opening the sealed bid for two roto-phase converters from the Transfer Station, based on any value information discussed in executive session at the start of the meeting.

#11

Select Board

Liaison Policy: 1st
reading

11. Select Board Liaison Policy – first reading

Please review the draft policy below, as prepared by the subcommittee of Board members Greg Durgin and Valarie Pomerleau, plus resident Priscilla Glover-Zarella. As this is a first reading, any changes or additions could be considered to create a second-reading draft for the next Board meeting.

Select Board Liaison Policy (Draft 1)

The Readfield Select Board may appoint a Select Board member to any standing or ad hoc committee at the Board's discretion. The appointments shall be made on a yearly basis at the first meeting of the Readfield Select Board in July.

Overview

The role of the liaison is to provide understanding of the purpose, goal(s), and objective(s) of the committee. Since the role is designed to be advisory in nature, the liaison is not appointed or expected to be a voting member of the committee.

Opening Channels of Communication

- ⑩ Attend all committee meetings
- ⑩ Contact the committee chair through email, phone calls, or other means
- ⑩ Report committee activities to the Select Board as needed
- ⑩ Provide feedback to the committee from the Select Board

Support for the Committee's Administrative Duties

- ⑩ Assist the committee by reviewing the purpose, goal(s) and objective(s) as needed
- ⑩ Assist the committee by reviewing any appropriate budget
- ⑩ Assist the committee in an appropriate manner in contacting either Town departments, personnel, or other committees when needed

#12

Other (if needed)

#13

Public

Communications

#14 & #15

Executive

sessions:

Poverty abatement

& Labor

negotiations

update (if needed)