

Town of Readfield – SELECT BOARD

MINUTES

09/22/2014

6:35 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
MEMBERS ABSENT	None
MEETING TYPE	SELECT BOARD
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager – Stefan Pakulski, Gene Carbona, John Stanley, Nancy Buker, David Buker, Ann Keilty, Gary Keilty, Milt Wright, Pete Davis, Grace Keene, Debra Doten, Larry Dunn, Ray Renner, Sandra Rourke, John Parent.

Agenda topics

**#1 MINUTES
09/08/2014**

MOTION	Motion by Selectperson Dunham to approve the amended minutes of 09/08/2014.
SECOND	Second by Selectperson Curtis.
DISCUSSION	None
PASS/FAIL	Motion passes: 4-0-1 (Selectperson Durgin was not present at last meeting.)

#2 WARRANT 6 REVIEW

DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Curtis reminded the Select Board Members that his term of reviewing the warrants is almost up. 2) Selectperson Dunham acknowledged that it was his term next. 3) Selectperson Curtis made known his concern of only leaving a balance due to RHR Smith of \$500 when the Town has not received even a rough draft of the audit.
MOTION	Motion by Selectperson Curtis to approve Warrant #6 in the amount of \$79,043.98.
SECOND	Second by Selectperson Durgin.
DISCUSSION	<ol style="list-style-type: none"> 1) The Draft Audit will not be available until April 2015 and therefore, even though the bill is for the work done so far, without a document the consensus was to withhold a larger amount from this bill.
AMENDMENT	Motion by Selectperson Curtis to amend the motion for Warrant #6 the final amount to be \$78,048.98. That would allow us to pay \$2500 to RHR Smith and keep on hand \$1,995.00.
SECOND	Motion by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
MOTION	
SECOND	
PASS/FAIL	Motion passes on the amended original motion: 5-0

#3 SELECT BOARD COMMUNICATIONS

DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Curtis will attend the annual KVCOG (Kennebec Valley Council of Governments) tomorrow in Belgrade. 2) Selectperson Durgin inquired into the Kennebec Valley Emergency Management Plan and wanted to thank the Fire Department, Auxiliary, Town Employees, Town Manager, Volunteers, John Perry, Sandra Rourke, Several Students from the High school, Theresa's Husband volunteering and of course the Select Board. 3) Chairperson Reay commented that she thought everything was well put together and she learned a lot. 4) Selectperson Curtis is very confident in the Emergency System that is in place and wants the residents to know that they should feel reassured. 5) Town Manager Pakulski informed the Board of their options with regards to the warrant numbers matching. 6) Selectperson Dunham informed the Board that the Ball Field construction is moving right along. Hammond Lumber donated \$600 of materials.
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	<p>7) Selectperson Dunham reminded the Board of the Public Works Ad-Hoc Committee Meeting on Thursday.</p> <p>8) Selectperson Pomerleau presented the Board with information from other Towns on the Australian Ballot Process. The information was very informative and believes that they will answer a lot of questions residents and the Board may have.</p> <p>9) The information will be available at the Public Hearing.</p> <p>10) There will be a joint meeting of the Budget and Select Board on October 16.</p>
MOTION	
SECOND	
PASS/FAIL	

#4 TOWN MANAGER

DISCUSSION	<p>1) Town Manager informed the Board that it does not have the authority to sell the library items until it is approved at town meeting, or earlier if a special meeting or election takes place and that the Board was selling items previously in error.</p> <p>2) Sam Tippet will meet with the Select Board on October 20th and meet with Theresa and the Town Manager the week prior with a portfolio report on the 16th that will be in the packets.</p> <p>3) Library repairs should be less than \$5000, not requiring a RFP.</p> <p>4) Chairperson Reay would like Town Manager Pakulski to go ahead and get three (3) sealed quotes and proceed with the repairs once a bidder has been approved.</p> <p>5) Selectperson Dunham would like to take point on supervising the contractor who does the work.</p> <p>6) Are there supposed to be shrubs in front of the Town Office? Town Manager to ask the Gile Hall Committee to research what the original plans were for the landscaping.</p> <p>7) Selectperson Durgin informed the Board that the Ball Field Committee will be discussing management & fees in the upcoming weeks and meet with the Town Manager concerning access road.</p> <p>8) Town Manager will call Karen Dube to see if she is still interested in heading the Heritage Days Planning Committee since the monies have been raised and report back to the Select Board. Consensus of the Board.</p>
MOTION	
SECOND	
PASS/FAIL	

#5 BOARDS, COMMITTEES, COMMISSIONS & DEPARTMENTS

DISCUSSION	1) Chairperson Reay thanked the Library Committee for submitting their minutes to the Board for review.
MOTION	
SECOND	
PASS/FAIL	

#6 APPOINTMENTS/REAPPOINTMENTS

DISCUSSION	NONE
MOTION	
SECOND	
PASS/FAIL	

#7 SELECT BOARD LIAISON POLICY

DISCUSSION	<p>1) Review of the Select Board Liaison Policy – 3d reading.</p> <p>a. Chairperson of the Trails Committee, Milt Wright, asked the Board to table the vote on the Select Board Liaison Policy until the Board members have had a chance to meet with all the boards and committees that this would affect.</p> <p>b. The liaison would be able to update the board more quickly than having to wait for weeks or months for the minutes. In this capacity, it would be a benefit to all parties to be able to communicate back and forth more quickly, especially in the case of repairs needing to be done or other timely issues that may arise.</p> <p>c. Resident Deb Doten asked the Board how were the liaisons going to be chosen and why can't the boards and committees communicate with each other via email and or fax would be more beneficial.</p> <p>d. Selectperson Curtis stated that he would like to be able to talk to a live person rather than communicate electronically.</p> <p>e. Selectperson Durgin emphasized that there have been many publicized meetings reviewing this document.</p>
MOTION	Motion by Selectperson Pomerleau to approve the 3 rd draft of the Select Board Liaison Policy as written.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0

#8 SELECT BOARD RETREAT REPORT

DISCUSSION	<p>1) Chairperson Reay noted that the bullet stating that the Sb has established SB budget liaisons for the Budget Committee and the RSU Board to state that the Select Board had members attend all budget and RSU budget meetings.</p> <p>2) Selectperson Dunham would like to add to the Ball Field Committee line to state with local and business support.</p>
MOTION	Motion by Selectperson Curtis to accept the minutes of 08/08/2014 as noted changes. Chairperson Reay asked to have

	posted on the website.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
	#9 ROAD MAINTENANCE SPENDING GUIDANCE
DISCUSSION	<ol style="list-style-type: none"> 1) Will the Board allow the Town Manager to make the road decisions in between their meetings rather than hold up construction? 2) The Town Manager would like clear definition of how he is to proceed in the event that the project goes over budget before next meeting or any other decisions that may be necessary. 3) Town Manager predicts that the shoulder work will be coming in under budget. 4) Selectperson Curtis suggested that the Board should let the qualified persons make the decisions on the road work and inform the Board if budget looks like it is going over. 5) Town Manager asked the Board if they would be satisfied with him meeting with the Road Committee and following their recommendations and inform the Board if the budget is going to go over? 6) The consensus of the Board is to allow Town Manager to make the decisions on the road work based on the contractor and Road Committees recommendations. Town Manager will provide the Board with a spreadsheet of the road work for their review.
MOTION	
SECOND	
PASS/FAIL	
	#10 TRAILS: NAMING PROPOSAL AND TOUR DATE
DISCUSSION	<ol style="list-style-type: none"> 1) Scheduled walk for the Morrill Trail, for 2nd weekend in October, the 18th at 10 am. The Town Manager will notify the abutters of the trail and participants. 2) Public Hearing to be held on 10/06/2014 @ 6 PM for the naming of the trail. 3) If the trail is going to be named after a person, there is a major amount of paperwork involved and notifying family etc. 4) Mr. Wright informed the Board that the Trails Committee has given names that they would like to have. Community Pathway passed unanimously with the Trails Committee. 5) John Knox called and asked Chairperson Reay if the Mill Stream Road is a trail now that it has been discontinued due to maintenance that is being done in the area. 6) Selectpersons Pomerleau and Durgin are asking for a volunteer to develop an application for naming of trails.
MOTION	
SECOND	
PASS/FAIL	
	#11 OVERTIME TOTALS AND CATEGORIES
DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Curtis was concerned about the increase in the budgeted overtime when last year the budgeted amount was not completely used and there was an increase of 25% this year. 2) Town Manager explained that the staff is very careful about working overtime and only when necessary does that happen. The employee may also take comp time in lieu of overtime. 3) This system actually saves the Town money by doing it this way.
MOTION	
SECOND	
PASS/FAIL	
	#12 ROAD PROJECT TRACKING SPREADSHEETS
DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Curtis presented a spreadsheet with numbers that may have been pulled incorrectly or from the wrong information. Town Manger will check into the numbers and inform the Board.
MOTION	
SECOND	
PASS/FAIL	
	#13 TRANSFER STATION WOOD PILE RFP
DISCUSSION	<ol style="list-style-type: none"> 1) There will be no acceptance of any bids by email, fax or phone. 2) Strike the last sentence on Exhibit 1. (The Contractor shall be responsible for all testing of materials used for biofuel. All revenues from bio fuel shall be paid directly to the Town.)
MOTION	Motion by Selectperson Dunham to approve the RFP as amended for the Brush and Wood Pile Removal.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
	#14 CEMETERY WALL REPAIR RFP
DISCUSSION	<ol style="list-style-type: none"> 1) There will be no acceptance of any bids by email, fax or phone. 2) Strike the last sentence on Exhibit 1. (The Contractor shall be responsible for all testing of materials used for biofuel. All

	revenues from bio fuel shall be paid directly to the Town.) 3) The price per foot option should be left in so there is that option if necessary.
MOTION	Motion by Selectperson Dunham to accept RFP as amended for the Cemetery Wall Repair.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
	#15 OTHER
DISCUSSION	1) Chairperson Reay asked the Town Manager is there should have been a motion to sign the Proclamation for Constitution Week? 2) Town Manager deferred to the Board Secretary who stated that no motion was necessary because the consensus of the Board was to sign the document this year as the Board has done in the past. 3) E. Readfield Cemetery...when was that expanded? Town Clerk researched Town Meeting records and discovered the approval of purchase the land in 1968.
MOTION	
SECOND	
PASS/FAIL	
	#16 PUBLIC COMMUNICATION
DISCUSSION	1) None
MOTION	
SECOND	
PASS/FAIL	
	#17 EXECUTIVE SESSION LABOR NEGOTIONS UPDATE
DISCUSSION	None
MOTION	Motion by Chairperson Reay to enter into Executive Session at 8:55 pm per M.R.S.A. 405(6)(D)
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	None
MOTION	Motion by Chairperson Reay to exit Executive Session and reconvene in open session.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	
MOTION	Motion by Selectperson Durgin to authorize the Chairperson to issue a statement concerning the Union Determination Report, and to make the statement available to the public as soon as possible.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 4-1 (Chairperson Reay)
DISCUSSION	The Board then agreed on the following statement: "The Readfield Select Board received a Unit Determination Report from the Maine Labor Relations Board. The report is available to download as a PDF document from the website, and also may be purchased as a hard copy at the Town Office. At this time, the Select Board is unable to make any comments about this ruling during the appeals process." The Town Manager asked to be excused from the meeting and left at 10:10 pm.
MOTION	Motion by Chairperson Reay at 10:10 pm to enter into executive session pursuant to Title 1 M.R.S.A. 405(6)(D) for a personnel issue.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Chairperson Reay at 10:24 pm to reconvene in open session.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Chairperson Reay at 10:25 pm to enter into executive session pursuant to Title 1 M.R.S.A. 405(6)(A) for a personnel issue, Town Manager Objectives.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
	Exited executive session at 11:21 pm and seeing no further business before the Board. Meeting adjourned at 11:23 pm.