

**Readfield Select Board  
Regular Meeting  
Agenda**

**October 6, 2014**

**Location: Town Office**

**Pledge of Allegiance**

**6:00 PM Public Hearing: proposed trail name**

**Regular meeting starts after public hearing:**

1. **Minutes:** Select Board meeting minutes of September 10, 15, 22, and 30, 2014 – 5 minutes
2. **Warrant: #7** – 5 minutes

**Communications** – 30 minutes

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments

**Appointments/Reappointments** – 5 minutes

6. Library Trustee resignation

**Unfinished Business:**

7. Ad hoc PW committee: Tom Dunham – 10 minutes
8. Transfer Station wood piles contract – 5 minutes
9. Cemetery walls repair contract – 5 minutes
10. MLOD hydrologic study contract – 5 minutes

**7:00 PM Public Hearing: automobile graveyard permits**

**New Business:**

11. Trails: new trail naming - 5 minutes
12. Automobile graveyard permit renewals – 30 minutes
13. Other (if needed)

**Public Communications** – 15 minutes

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

**Executive Sessions**

15. Labor negotiations update
16. Personnel (Residents letters)

**Adjournment**

**Readfield Select Board**  
**Special Meeting – Workshop Minutes September 10, 2014 - *Unapproved***

**Select Board members present:** Sue Reay (Chair), Valarie Pomerleau (Vice Chair), Greg Durgin, Thomas Dunham and Allen Curtis.

**Others attending:** Stefan Pakulski (Town Manager), Larry Dunn, Grace Keene, and Debra Doten.

Mrs. Reay called the meeting to order at 4:31 pm.

The Select Board signed the Special Town Meeting Warrant for November 4, 2014 that includes the referendum ballot on changing the budget voting format for Town Meeting.

Mr. Curtis will post the public hearing notice for the Special Town Meeting tomorrow.

The Select Board then worked on developing a performance appraisal format for the Town Manager. This will be continued in future meetings or workshops.

Seeing no further business before the Board, Mrs. Reay adjourned the meeting at 6:45 pm.

Recorded by Stefan Pakulski

**Readfield Select Board  
Special Meeting Minutes  
September 15, 2014 - *Unapproved***

**Select Board members present:** Sue Reay (Chair), Valarie Pomerleau (Vice Chair), Greg Durgin, Allen Curtis, and Thomas Dunham.

**Others attending:** Stefan Pakulski (Town Manager).

Mrs. Reay called the meeting to order at 4:32 pm.

**Motion** by Mrs. Reay to enter executive session pursuant to Title 1 M.R.S.A. section 405, 6 A concerning personnel. **Second** by Mr. Durgin. **Vote:** 5 – 0.

The Board entered executive session and the Town Manager left the meeting.

At 4:44 PM Mrs. Reay invited the Town Manager to attend the session.

The Town Manager left the session at 6:15 PM.

The Board reconvened in open session at 6:21pm.

**Motion** by Mrs. Reay to enter into executive session pursuant to Title 1 MRSA 405 6 (A) concerning personnel, Town Manager objectives. **Second** by Mr. Durgin. **Vote:** 5 - 0.

The Board entered executive session.

The Board reconvened in open session at 7:54 pm.

Mr. Dunham asked if anyone knew if the ordinances had been updated on website since retreat. He thought it was going to be done and do we need to give more direction to Town Manager.

Mr. Curtis wanted to know when there would be an Assessing meeting to put checks and balances in place.

Mr. Curtis wanted to know when we would be hearing back from Solid Waste Committee on summer residents' trash issue.

Mr. Durgin asked if the Board members all fulfilled an FOAA request.

Seeing no further business, Mrs. Reay adjourned the meeting at 8:01pm.

Recorded by Stefan Pakulski, with additions by Sue Reay

# Town of Readfield – SELECT BOARD

MINUTES

09/22/2014

6:35 PM

TOWN OFFICE

<b>MEMBERS PRESENT</b>	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
<b>MEMBERS ABSENT</b>	None
<b>MEETING TYPE</b>	SELECT BOARD
<b>NOTE TAKER</b>	Tina L. Cagle
<b>ATTENDEES</b>	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**

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

**#2 WARRANT 6 REVIEW**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) Selectperson Curtis reminded the Select Board Members that his term of reviewing the warrants is almost up.</li> <li>2) Selectperson Dunham acknowledged that it was his term next.</li> <li>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.</li> </ol>
<b>MOTION</b>	Motion by Selectperson Curtis to approve Warrant #6 in the amount of \$79,043.98.
<b>SECOND</b>	Second by Selectperson Durgin.
<b>DISCUSSION</b>	1) The Draft Audit might 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.
<b>MOTION</b>	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.
<b>SECOND</b>	Motion by Selectperson Dunham.
<b>PASS/FAIL</b>	Motion passes: 5-0
<b>MOTION</b>	
<b>SECOND</b>	
<b>PASS/FAIL</b>	Motion passes on the amended original motion: 5-0

**#3 SELECT BOARD COMMUNICATIONS**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1) Selectperson Curtis will attend the annual KVCOG (Kennebec Valley Council of Governments) tomorrow in Belgrade.</li> <li>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 Parent, Several Students from the High school, and Chuck Shaw volunteering, and of course the Select Board.</li> <li>3) Chairperson Reay commented that she thought everything was well put together and she learned a lot.</li> <li>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.</li> <li>5) Town Manager Pakulski informed the Board of their options with regards to the warrant numbers matching.</li> <li>6) Selectperson Dunham informed the Board that the Ball Field construction is moving right along. Hammond Lumber donated \$600 of materials.</li> <li>7) Selectperson Dunham reminded the Board of the Public Works Ad-Hoc Committee Meeting on Thursday.</li> <li>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.</li> </ol>
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	9) The information will be available at the Public Hearing. 10) There will be a joint meeting of the Budget and Select Board on October 16.
MOTION	
SECOND	
PASS/FAIL	
	<b>#4 TOWN MANAGER</b>
DISCUSSION	<ol style="list-style-type: none"> <li>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.</li> <li>2) Sam Tippett will meet with the Finance Officer and Town Manager the week prior with a portfolio report on the 16<sup>th</sup> that will be in the packets.</li> <li>3) Library repairs should be less than \$5000, not requiring a RFP.</li> <li>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.</li> <li>5) Selectperson Dunham would like to take part on supervising the contractor who does the work.</li> <li>6) Are there supposed to be shrubs in front of the Town Office? Town Manager to research what the Gile Hall Committee's original plans were for the landscaping.</li> <li>7) Selectperson Durgin informed the Board that the Ball Field Committee will be discussing management &amp; fees in the upcoming weeks.</li> <li>8) Selectperson Pomerleau will call Karen Dube to see if she is still interested in heading the Heritage Days Planning Committee since the monies have been raised.</li> </ol>
MOTION	
SECOND	
PASS/FAIL	
	<b>#5 BOARDS, COMMITTEES, COMMISSIONS &amp; DEPARTMENTS</b>
DISCUSSION	1) Chairperson Reay thanked the Library Committee for submitting their minutes to the Board for review.
MOTION	
SECOND	
PASS/FAIL	
	<b>#6 APPOINTMENTS/REAPPOINTMENTS</b>
DISCUSSION	NONE
MOTION	
SECOND	
PASS/FAIL	
	<b>#7 SELECT BOARD LIAISON POLICY</b>
DISCUSSION	<ol style="list-style-type: none"> <li>1) Review of the Select Board Liaison Policy – 3d reading. <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d. Selectperson Curtis stated that he would like to be able to talk to a live person rather than communicate electronically.</li> <li>e. Selectperson Curtis emphasized that there have been many publicized meetings reviewing this document.</li> </ol> </li> </ol>
MOTION	Motion by Selectperson Pomerleau to approve the 3 <sup>rd</sup> draft of the Select Board Liaison Policy as written.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
	<b>#8 SELECT BOARD RETREAT REPORT</b>
DISCUSSION	<ol style="list-style-type: none"> <li>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.</li> <li>2) Selectperson Dunham would like to add to the Ball Field Committee line to state with local and business support.</li> </ol>
MOTION	Motion by Selectperson Curtis to accept the minutes of 08/08/2014 as noted.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
	<b>#9 ROAD MAINTENANCE SPENDING GUIDANCE</b>

DISCUSSION	<ol style="list-style-type: none"> <li>1) Will the Board allow the Town Manager to make the road decisions in between their meetings rather than hold up construction?</li> <li>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.</li> <li>3) Town Manager predicts that the shoulder work will be coming in under budget.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
MOTION	
SECOND	
PASS/FAIL	

**#10 TRAILS: NAMING PROPOSAL AND TOUR DATE**

DISCUSSION	<ol style="list-style-type: none"> <li>1) Scheduled walk for the Morrill Trail, for 2<sup>nd</sup> weekend in October, the 18<sup>th</sup> at 10 am. The Town Manager will notify the abutters of the trail and participants.</li> <li>2) Public Hearing to be held on 10/06/2014 @ 6 PM for the naming of the trail.</li> <li>3) If the trail is going to be named after a person, there is a major amount of paperwork involved and notifying family etc.</li> <li>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.</li> <li>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.</li> <li>6) Selectpersons Pomerleau and Durgin are asking for a volunteer to come up with a form for application for naming of trails.</li> </ol>
MOTION	
SECOND	
PASS/FAIL	

**#11 OVERTIME TOTALS AND CATEGORIES**

DISCUSSION	<ol style="list-style-type: none"> <li>1) Selectperson Curtis was concerned about the increase in the overtime when last year the budgeted amount was not completely spent and there was an increase of 25% this year.</li> <li>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.</li> <li>3) The comp time system actually saves the Town money.</li> </ol>
MOTION	
SECOND	
PASS/FAIL	

**#12 ROAD PROJECT TRACKING SPREADSHEETS**

DISCUSSION	<ol style="list-style-type: none"> <li>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.</li> </ol>
MOTION	
SECOND	
PASS/FAIL	

**#13 TRANSFER STATION WOOD PILE RFP**

DISCUSSION	<ol style="list-style-type: none"> <li>1) There will be no acceptance of any bids by email, fax or phone.</li> </ol>
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"> <li>1) There will be no acceptance of any bids by email, fax or phone.</li> <li>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.)</li> <li>3) The price per foot option should be left in so there is that option if necessary.</li> </ol>
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	<ol style="list-style-type: none"> <li>1) Chairperson Reay asked the Town Manager if there should have been a motion to sign the Proclamation for Constitution Week?</li> <li>2) Town Manager deferred to the Board Secretary who stated that no motion was necessary because the consensus of the Board</li> </ol>
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	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.

X

Sue Reay  
Chairperson

X

Valerie Pomerleau  
Selectperson

X

Allen Curtis  
Selectperson

X

P. Greg Durgin  
Selectperson

X

Thomas Dunham  
Selectperson

X

Submitted By: Tina L. Cagle  
Board Secretary

**Readfield Select Board  
Special Meeting Minutes  
September 30, 2014 - *Unapproved***

**Select Board members present:** Sue Reay (Chair), Valarie Pomerleau (Vice Chair), Greg Durgin, Allen Curtis, and Thomas Dunham.

**Others attending:** Stefan Pakulski (Town Manager).

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

The Select Board agreed to add an agenda item to discuss whether to respond to the Kennebec Journal article regarding the public hearing on September 29, 2014. After discussion and review of Richard Flewelling's (MMA legal services) statement on the advisory nature of the upcoming referendum ballot vote on November 4, 2014, the Board decided not to issue any statement.

**Motion** by Mrs. Reay to enter executive session pursuant to Title 1 M.R.S.A. section 405, 6 A concerning personnel. **Second** by Ms. Pomerleau. **Vote:** 5 – 0.

The Board entered executive session and the Town Manager left the meeting.

**Motion** by Mrs. Reay to exit executive session at 7:23 pm. **Second** by Ms. Pomerleau. **Vote:** 5 – 0.

The Board reconvened in open session, and set the date of October 14, 2014 at 4:30 pm to hold another Executive session on personnel, for the Town Manager's quarterly performance review.

Mrs. Reay adjourned the meeting at 7:26 pm.

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

Karen Dube reported to the Town Manager that she is willing to continue leading the Heritage Days committee and will plan to hold the event in August 2015.

The Readfield Conservation Commission proposes the dates of October 12 or 19, 2014 for a Select Board tour of the Town Farm Forest with the Town's forester, Harold Burnett.

The Board of Assessors will meet at 3:00 PM, October 14, 2014.

There will be a Select Board special meeting 4:30 PM, October 14, 2014 for the Town Manager's quarterly performance review.

The Select Board will have a joint meeting with the Budget Committee on October 16, 2014.

The Select Board will join the Trails Committee at 10:00 AM on October 18, 2014 for a tour of the proposed trail between the Sturtevant Hill Road and Morrill Road

The Select Board will hold a joint meeting with the Wayne Select Board as part of the next regular meeting on October 20, 2014. This will include review of the Transfer Station operations and other Interlocal items.

The RSU #38 has scheduled a joint budget meeting on March 14, 2015 with select boards and budget committees from the four member towns.,

#### 4. Town Manager

Road work updates will be provided for this meeting.

The Town Manager confirmed that correct road bond cost information was sent to Mr. Curtis on March 14, 2014 for him to use on his spreadsheet template. Mr. Curtis will present his template again on October 20, 2014.

KVCOG annual meeting – The Town Manager attended this meeting and announced election of Board of Directors and Executive Committee for the year. Allen Curtis is a director and the Town Manager is the Secretary of the Executive Committee.

MMA convention – The Town Manager attended sessions at the convention.

Report of CMP pole issue: Chair Sue Reay noted a problem with a utility pole on Sturtevant Hill Rd leading to Morrill Rd. This was reported to CMP to check.

MMA safety grant: The Town Manager submitted an application for cost-sharing of an ergonomic office work station, based on Risk Management recommendations

Staffing update: Following the resignations of the Town's LPI and CEO in September, the Town Manager is negotiating offer with candidate to become CEO/LPI and hopes to announce an appointment shortly.

#4 - Town Manager - follow up item

TO: Readfield Select Board

FR: Gile Hall Committee, Lynne White, Chair

SUBJ: Letter from John B. Knox

DA: March 2, 2004

The Select Board forwarded a copy of John B. Knox' undated letter to the Gile Hall Committee for a recommendation on each point raised by Mr. Knox.

The Gile Hall recommends as follows:

1. **Parking Lot Lighting.** The present pole lights have lights that are down directional. The down directional lighting is intended to address lighting in the parking lot of the Town Office only. Some indirect lighting might reach outside the immediate area of the parking lot although neither immediate neighbor has complained about any indirect lighting. The pole lights automatically operate from dusk to approximately 8:50 p.m. The pole lights may be turned on after 8:50 p.m. to provide lighting security and safety for those persons who might exit the building after that time. The Gile Hall Committee recommends no action on this issue.
2. **The Parking Lot Visually.** Mr. Knox has suggested that a berm be installed or that screening be provided as the parking lot is "unattractive". Adjoining abutters have no recollection that either a berm or screening were promised to be provided at the public hearings held when renovations to Gile Hall were discussed. The Gile Hall Committee recommends no action on this issue. Mr. Knox submitted no suggestions in his written correspondence for improving the appearance of the parking lot other than his general suggestions about a berm or screening.
3. **Planting.** The Gile Hall Committee is open to any suggested plantings of the appropriate period that Mr. Knox might suggest for the area to the left and to the right of the main entrance to Gile Hall.
4. **Outside Lighting for the Building.** The intent of the present after-8:50 p.m. lighting is to provide security lighting for the building and to make the building visible at night. The Library needs no additional lighting during the holiday season as suggested when holiday lights are displayed on the holiday tree at the Library and provide significant additional light at that building. As far as providing light for the flag at the Town Office, it might be possible to change the direction of the above-ground light to the left of the main entrance to more directly shine on the flag, if not, no additional lighting should be installed at this time.

TO: John Knox  
FROM: Asa Gil hall Restoration/Renovation Committee  
DATE: May 13, 2004

Dear John:

We received your inquiry along with the packet of information you received from Greg Gill in 1996.

1. Garden at entrance to Gile Hall: It is my hope that the areas to the left and right of the entrance will be landscaped and completed as soon as possible. I have been in touch with a volunteer who has offered her computer software program and gardening experience to assist in completing this job.
2. Landscaping along the side of the parking lot: I'm guessing you are referring to the part that says that shrubs will be planted in this 8' strip. It has been quite a while since our committee made a decision to use the granite posts with chain swags along with the 3/4" Sidney stone. This decision came about because we had concerns about ease and cost of maintenance. Plantings would be at risk because of the need to plow the parking lot as well as the road and the sand and salt from both the parking lot and road damaging plantings.
3. Lighting: It is not clear as to what your concerns are about the lighting. It would seem to us that any changes to the present lighting configuration would require an engineering plan that would satisfy your concerns and a realistic budget to make these changes. Our account does not have the funds for this project.

For some years our committee has been struggling to complete projects because there has not been enough money in our account. We have been successful in the past in raising money through local donations to complete more than several projects. We are going to have to do more fund raising in order to complete projects that will finally end our mission as a committee. I have included a copy of a list of the projects that need to be done and presented to the budget committee for inclusion in the town warrant at the town meeting in June. They have voted to include \$3,500 for the acoustical work for the 2<sup>nd</sup> floor which leaves us quite a bit short to finish the rest of the projects.

Given the challenge that we can't hire out these projects at this time it would be of great assistance if you would like to volunteer your time to some of these projects and also recruit others to help as well. We would also appreciate a donation that would assist in helping us meet our goals.

TO: Asa Gile Hall Restoration/Renovation Committee

FROM: Lynne White - Chair

DATE: May 13, 2004

1. On Fri., May 7<sup>th</sup> I met with Kathryn Woodsum to discuss potential landscaping ideas to be used on the right and left side of the entrance to Asa Gile Hall. She is drawing up plans so we can move ahead and get this completed asap. I have a friend in Winthrop who is offering a large number of hostas's which we can use on the right side of the entrance.
2. We need to find a volunteer to tape, mud, sand and paint the rear entry to the second floor. Also needed is a new handrail.
3. I am waiting for a bill from Larry Mace for the product used to finish the floor on the second floor. The total bill will include the rental of a sanding machine and applicators for the sealer. I am going to need committee participation to pay this bill which I think will be in the amount of just under \$350.00. We have \$77.00 left in the account and maybe we can use \$50.00 of that amount. I've written a thank you note to John Lord for all his efforts.
4. I want to take pictures of the second from both ends of the room. These pictures would be included in applications for grant money. Bill Bayreuther was kind enough to give me some potential foundations that could be of help to us.
5. The budget committee reviewed my request for monies and voted to include the amount of \$3,500 in the town warrant. This would cover the sound proofing project. This leaves us quite a bit short for completing the other projects. Please refer to the enclosed list of projects that need to be completed. It is for this reason that I want to put together a focus that will result in successful fundraising.
6. I have been given a packet of paperwork from John Knox that will need to be addressed. It seems his concerns are focused on:
  1. No garden at the entrance.
  2. landscaping along the side of the parking lot.
  3. Lighting (and he can't read the lighting material given to him by Greg Gill in 1996). He is referring to information provided to him by Greg and feels that the above "promised" items have not been completed. I would like your input as to how to satisfy his concerns.
7. I am expecting the delivery and installation of the curtain we ordered for the second floor sometime this month. I'm sure this curtain will help the acoustical problems quite a lot.

#5

August 26, 2014 Trails Committee Meeting Minutes

Present: Milt Wright, Gary Keilty, Ann Keilty, Lydia Adelson, Romaine Turyn, Henry Laidlaw, Rob Peale, Jeanne Harris, Robert Harris, Nancy Buker, Chris Sammons

Excused: Karen Peterson

Meeting called to order at 6:30 PM by Milt Wright, Chair.

Karen had an excused absence so Chris Sammons volunteered to take the minutes.

Motion to approve minutes of the May 27, 2014 Trails Committee meeting was made by Gary Keilty and seconded by Chris Sammons. Discussion followed when Nancy questioned the wording of "planting buffer trees by Kris Olson's property". Gary Keilty said it was Kris Olsen who requested the trees to deafen the sound from the new ballpark. It was agreed that the wording should be that the trees were planted near the new ballpark. The motion was passed with the noted change unanimously.

Motion to approve minutes of the June 24, 2014 Trails Committee meeting was made by Nancy Buker and seconded by Jeanne Harris. No errors or omissions and the motion passed unanimously.

Motion to approve minutes of the July 22, 2014 Trails Committee meeting was made by Ann Keilty and seconded by Bob Harris. We now know the mysterious weed whacker at Factory Square was Bob Harris. No errors or omissions and the motion passed ten in favor, one abstention (Buker).

Update of Fairgrounds Complex Issues:

- Pine tree blown down on Upper Fairground Trail – Gary showed pictures of the tree falling lengthwise on the trail. Milt and Bob showed up with chain saws. Jeanne, Lydia, Romaine and Chris showed to up help with the tree removal and raking.
- Extension of Cemetery Trail – Gary used his tractor to pile the base gravel for the trail. Lydia, Romaine, Jeanne and Chris raked. Chris and Lydia came back at different times to rake and weed whack. Gary saw a man walking the trail who had come from the cemetery, which is what we had intended the trail to be used for.
- Poison ivy eradication at Church Road parking area – Milt reported that the Conservation Commission didn't remember and he would try to attend next year to remind Dave Bagley. Rob mentioned it would be a professional application.
- French Drain at Ballfield – Gary reported that Lenny Reay installed a French drain at the ballfield that causes extra run off water at the triangle corner on McDougald Trail.
- Ballfield Committee's commitment for sharing costs of drainage across trail behind the future backstop - Gary went to see Mark Birtwell to see how he was and discuss projects. Ballfield Committee meeting agreed to share costs (\$372) for culvert and use Mark for repair.
- Storm erosion at Trail Juncture – Gary reported that it does flood but it is worse than anything we have ever had before. Gary said McDougald Trail was 30%-40% done until we ran out of blue stone.
- Meeting of Ballfield Committee, Recreation Board, Conservation Commission, Trails Committee Representatives and General Public – Gary reported that apparently through funds from Grace Keene a metal gate with keys which would be held by the fire department at the access way- not a road- looks like a road but not a road. The access way would create a T for emergency vehicles to go down. Milt said an access way was for safety and maintenance vehicles. Bob says it would be at the end of the parking lot next to the kiosk. Romaine asked if they didn't want the public to use it. They want it used but don't want cars doing wheelies. Lydia asked who was going to bush hog the field next to the ballfield. Gary said it would be nice to cut some strips through the field for kids to run in. Again not our problem. Ann says the Conservation Commission answered they were in charge of everything but had no answers to when things would get done. Greg Leimbach said they are going to mow the banks for parents to sit on and the access way would be in compliance with Americans with Disabilities Act. Romaine asked if they are going to name the ballfield. Gary said no name yet. It was discussed that a sidewalk on Church Road should be considered because of all the children making their way to the ballfield.
- Construction of RSU #38 Trail Timeline – Gary said construction was to start next week and they are going by the original guidelines.

Construction of Trail in Park behind the Library – Gary said the first day (Saturday) Ann, Chris and Lydia discovered hosta in the weeds. And it was decided to clean to the stone wall. Milt, Hank and Gary were there with weed whackers. Milt got stung multiple times by the wasps, took a benadryl but had to go home. Gary said John Cushing was working by the Library and offered to pull some stumps and rocks from the trail. Bob volunteered to load up the limbs that were piled at the end of the trail. The next Friday Gary saw a pile of blue stone behind the library. Saturday Gary and Ann worked with Gary's tractor to spread the blue stone. Hank and Chris came in the afternoon to rake out the stone. Sunday Hank raked with Ann while Gary spread the blue stone. Gary says to go down during the week and spend 15-30 minutes raking the trail because it is getting a lot of foot traffic and bike traffic. Ann says the blue stone is supposed to be the same that we have been getting-emulsion mix but it looks different. Cornerstone Café put up Nancy's sign and a map of trail inside. There is a stone seat and a log seat behind the new Maple Tree Community School along with a swing. Bob said it looked really nice. Milt asked for name suggestions for the Library trail. Policy is to name anything that is public. Ann thought we should call it the Library Park Pathway instead of Trail. Bob suggested Library Trail. Nancy suggested Community Library Pathway. Romaine said it should be the Community Pathway so it is not just for the Library. Milt asked for a motion to name the trail and Nancy made a motion to name it the Community Pathway and Bob seconded it. For discussion Rob said we should give them more than one choice. Milt said we are just giving the Select Board our choice because we put the trail in but they may name it something else. Community Pathway passed unanimously. Hank and Chris volunteered to be stewards for the Community Pathway. Lydia also volunteered to help. Stewards maintain the trail like Milt and Gary do for the Fairgrounds.

Echo 1 Trail Update – Rob said he placed pink flagging but more flagging is needed. Not ready for a second site visit yet.

Morrill Road moratorium by Select Board and Legal Opinion from MMA – Milt reported that at the August 11<sup>th</sup> Select Board meeting a moratorium was passed on the proposed trail on the Morrill Road public easement without any input from the Trails Committee. The Select Board received a letter from Rick Barton stating legal basis and state statutes. Milt says they had a repeat of the August 11<sup>th</sup> Select Board meeting at the August 28<sup>th</sup> Select Board meeting concerning the Morrill Road moratorium. He played the video from the meeting starting at 36:16 when they discussed the Morrill Road easement. They expressed safety concerns about it being next to a 50 MPH zone and crossing Rt 17. The Town Manager said we have a legal right to develop the easement but Tom Dunham said they should have a hearing before anything is done and establish Trails Committee policy for future trails. Nancy said the Select Board went into executive session for abatement and personnel issues. Milt says they raised issues we need to address: 1. Opinion from Legal Counsel about the public easement for the discontinued portion of the road, 2. MMA's Rebecca Seel, Legal Counsel, says the issue is political and not legal, 3. Rick Barton's letter is incorrect because we have the legal right to develop the public easement. The Select Board leaned heavily on the safety of the trail. Gary said we could put in a pedestrian cross walk. Bob said they could move the 35 MPH sign up to Sturtevant Hill Road. Romaine said they moved the sign closer to Manchester in the past. Ann says Val Pomerleau and Lorraine Wager have never walked Morrill Road and we should invite the Select Board for a tour. Romaine says there is family support for the trail. Dan Harriman did a survey so we should determine where the public easement really is located. Nancy said we have to clear up these issues maybe by having a public meeting. Milt reminded us of our mission statement and read it for the committee.

Legal Opinion from Town Counsel regarding trails on private property – Milt told us that Lee Bragg said the Trails Committee only has the authority that the town meeting has delegated to it, either directly or indirectly through the Select Board. Milt read a proposed Article: to see if the Town will authorize the Select Board to approve trail easements and /or trail agreements with private property owners negotiated by the Trails Committee for trails/pathways on private property with the owners of the private property based on criteria established by the Select Board. Gary made a motion that any agreement should be in a regular town meeting. It was seconded by Rob. Discussion followed with Gary stressing that if we go before a special town meeting we will not have the supporters that we would have at a regular town meeting. Nancy said why not move forward, why do we need this? Lee Bragg says process isn't legal. Nancy and Romaine didn't agree that we should give more power to the Select Board. Nancy said there is a faction in town that would not approve our budget. Nancy asked who would sign an easement or an agreement. Milt said Town Manager and himself. The Lucas easement was signed by the Town Manager and himself. Nancy asked if we send minutes to the Select Board. Milt said Robin is sent the agenda. The motion was read again and the wording changed to proposed article instead of agreement. Motion passed 9 in favor and 2 opposed.

Other Business – Gary read a funny version of the commandments, which pretty much said to keep trying even though everyone is trying to stop you. Milt wants a letter of commendation from the Town Manager acknowledging Lydia for donating a reconditioned blade weed whacker that she paid \$100 for. Milt added a \$5 strap. Gary says Ray Renner goes by the fairgrounds and says he has only seen 5 vehicles. Greg Durgin made the comment that people are walking or biking to the trail. Gary says good job to everyone and we have the right to enjoy ourselves, not be abused. Always keep it fun.

Meeting adjourned at 8:39 PM.

Respectfully submitted,  
Chris Sammons

#5

Road committee on August 25, 2014

Minutes of July 23, 2014 accepted

Old Kents Hill Rd will need less paving therefore saving the town money.

**Motion** made by Leimbach seconded by Perkins Recommend paving from the town office, Route 17, to the dam, (shim and overlay).

Cushing's bid is the only road maintenance bid received. Bid is comparable to the rate sheet estimates.

**Motion** to accept Cushings bid as outline by town manager by Perkins second by Mr. Parent

**Motion** to accept Gripwet for crack sealing made by Murray second by Mr. Parent

Allen Curtis's road evaluation was brought up but due to the absence of Mr. Curtis, the committee will request a time to meet with Mr. Curtis at a future Road Committee meeting.

No new business

#5

Road Committee Meeting on September 24, 2014

Approval of August minutes 4-0 Stanley abstained  
Leimbach, Parent, Stanley, Murray, Davis

Old Kent's Hill Road paving

Recommend to stop at the base of the hill beyond the damn with shim and overlay and overlay 2200 ft to end by Pike

Motion by Leimbach, seconded by Murray to pave from the eastern end of Old Kents Hill Road to 2200 feet from the western terminus of Old Kents Hill Road.

Motion passes unanimously

Motion by Stanley seconded by Leimbach, if the road maintenance budget allows, road committee recommends overlay the western 2200 feet of Old Kents Hill Road.

If lack of funds do not allow the paving, this project would become number one priority in the maintenance paving in the 2015 Budget.

Motion passes unanimously

Approved minutes on October 1, 2014

#6

COPY

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SUE WESTLAKE

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September 21, 2014  
Deb Peale, Chairwoman  
Readfield Community Library Board  
Readfield, ME 04355

Dear Deb,

Please accept my letter of resignation as Treasurer and Board Member of the Readfield Community Library Board effective October 1, 2014.

When I took over from Lee Hepfner I expected to be on the Board for several years. Since this February when we purchased a home in Georgia and will be living out of state for six months or more each year, it seemed prudent that the Board find a Treasurer who resides in Readfield all year long. I am confident that Bev Monsulick will serve the Board very well in her new role as Treasurer.

I am sorry to be leaving as I enjoyed the camaraderie and library events and I wish you and the Board the best in the coming years.

Sincerely yours,



Sue Westlake

**7. Ad hoc PW committee: Tom Dunham**

Mr. Dunham will inform the Select Board regarding the first meeting of the ad hoc committee.

He has requested and received copies of Town audits and final expense & revenue detail reports from 2006 to the present. These will be distributed to the committee.

## **8. Transfer Station wood piles contract**

Please see the attached bid received from Marshall Grinding Inc. in response to the Town's RFP. This was the only bid received.

The amount of the bid is considerably higher than the amount paid last year (\$2,497) and budgeted for this year (\$2,750).

The Town Manager does not recommend accepting this bid. The Town Manager will meet with the bidder on October 3, 2014 to discuss the bid and possible options.

The Select Board could reject this bid and put the work out to bid again, possibly immediately or in the spring. The Board also could consider a negotiated contract option with the sole bidder.

If removal is delayed, the woodpiles will increase in volume and possibly cost to remove. The Town is allowed to keep wood on site up to two years if there is a plan to remove it.



# Marshall Grinding Inc.

40 Beech Street ~ Chelsea Maine 04330

(207) 623-3700~(207) 623-3711 fax

OCTOBER 2, 2014

Town Of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

I would like to thank you for this opportunity to work with you again. The following prices are for 2014-15. There will be no testing, or charges for testing, for CDD at your site. CDD will be removed from your site and transported to a licensed facility. This will be a saving to the town of \$600.00 to \$1000.00. Clean wood will be ground on site.

CDD REMOVAL	\$36.00 PER TON
TRUCKING OF CDD	\$75.00 PER LOAD
CLEAN BRUSH	\$2.00 PER TON PAID TO THE TOWN

Total not to exceed \$12000.00

Work will be done in November 2014

Insurance will be provided upon award of contract.

If you have any questions please feel free to call.

Thank You,

Craig Marshall  
Marshall Grinding Inc.  
(207) 215-9166

## **9. Cemetery walls repair contract**

No bids were received in response to the Town's RFP.

The Select Board could consider releasing the RFP with a new due date. The work could be delayed until the spring probably without any significant impact on the walls.

## 10. Maranacook Lake Watershed Hydrologic Study

Please see message below from Wendy Dennis of the Cobbossee Watershed District and Maranacook Lake Outlet Dam Committee. The committee recommends awarding the hydrologic study contract to Northstar Hydro:

“The Towns received four proposals in response to the RFP for a Maranacook Lake Watershed Hydrologic Study.

The proposals were opened on September 29th. The names of the companies and the cost of their services are listed below:

1. Milone and MacBroom \$29,500.
2. GZA GeoEnvironmental \$14,540.
3. Kleinschmidt Associates \$13,000.
4. Northstar Hydro \$10,000 (option 1); or \$8,000 (option 2).

The Maranacook Lake Outlet Dam Committee members reviewed the proposals and then met as a group today to make a recommendation to the Towns. **The Maranacook Lake Outlet Dam Committee voted 5-0 to recommend approval of the Northstar Hydro proposal for \$10,000.**

All of the companies submitted good proposals that would have provided valuable products. Some of the companies offered services that were appealing but were not specifically requested nor deemed necessary to provide what was requested in the RFP. The Committee determined that Northstar Hydro’s proposal reflected an understanding of the RFP and met it’s criteria, and would perform the study at the lowest cost to the Towns. The Committee recommends Northstar Hydro’s option 1, for \$10,000, over Northstar Hydro’s option 2, for \$8,000. Option 1 includes obtaining survey data stamped by a licensed surveyor. Option 2 relies on conducting a simplified, non-licensed survey. Since licensed survey data will be necessary for a subsequent engineering study of dam alternatives in the near future, the Committee decided it made sense to do the licensed survey now and obtain the most accurate data for both the hydrologic study and the engineering study.

I have attached electronic copies of the four proposals. Please contact me with any questions regarding the proposals or the Committee’s recommendation. Also, the Readfield representatives from the Maranacook Lake Outlet Dam Committee will attend the Readfield Select Board meeting on October 6th, and the Winthrop representatives will attend the Winthrop Town Council meeting on October 6th, to answer any questions.

Thank you for your consideration of this recommendation and the project. Stefan and Jeff, thank you in advance for distributing this to the governing bodies.”

Wendy Dennis, Maranacook Lake Outlet Dam Committee, Chair  
207-377-7111 [cwd@fairpoint.net](mailto:cwd@fairpoint.net)

### **11. Trails: new trail naming**

Following the public hearing on the proposed naming of the trail between the Library and Union Meeting House, the Select Board could consider approving the proposed trail name.

Trails Committee Chair, Milt Wright will attend the meeting.

## **12. Automobile graveyard permit renewals**

CEO/LPI Paul Mitnik will provide background information on the pending automobile graveyard permits. When this information is available, it will be posted on the website and sent electronically to Select Board members. Hard copies will also be made available to the Board.

Following the public hearing on this topic at 7:00 PM on October 6, 2014 the Select Board could consider the applications for renewing or extending any of the current automobile graveyards.

**13. Other (if needed)**

The Select Board could consider adding agenda items if needed.

**14. Public Communications**

Members of the public may address the Select Board on any topic, according to the Select Board's public communication policy.

**Executive Sessions**

15. Labor negotiations

16. Personnel