

Town of Readfield – SELECT BOARD

MINUTES

11/17/2014

6:33 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
MEMBERS ABSENT	
MEETING TYPE	SELECT BOARD
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager, Stefan Pakulski, Gary Keilty, Anne Keilty, Milt Wright, John Parent, Gene Carbona, Dave Linton, Jim Tukey, Holly Dominie, Shawn Roderick, Deborah Peale, Rob Peale, Dan Meyer, Deb Doten

Agenda topics

	#1 MINUTES 11/03/2014
MOTION	Motion by Selectperson Pomerleau to accept minutes of 10/20/2014 as amended.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
	#2 WARRANT REVIEW #10
DISCUSSION	1) Discussion of Warrant Items.
MOTION	Motion by Selectperson Dunham to approve Warrant #10 in the amount of \$95,534.73.
SECOND	Second by Selectperson Pomerleau
PASS/FAIL	Motion passes: 5-0
	#3 SELECT BOARD COMMUNICATIONS
DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Pomerleau has ordered the tree lights for the tree outside the town office. 2) The approximate amount is \$72 paid for by the Select Board. 3) Manager Pakulski informed the Board that the electrical outlet for the tree at the town office works in conjunction with the lights in the parking lot. He will check into changing the timing for the tree. 4) Selectperson Curtis reviewed the survey regarding the Military Excise Exempt Ordinance with the Board and the Board has chosen to take no action at this time. 5) Chairperson Reay discussed allowing the Town Manager to communicate to the firm representing the Town and their investments to move any monies from cash on hand to the portfolio when the need arises per the Investment Policy.
MOTION	Motion by Chairperson Reay to allow the Town Manager to communicate to the firm representing the Town and their investments to move any monies from cash on hand to the portfolio when the need arises per the Investment Policy.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	<ol style="list-style-type: none"> 6) Budget Meeting on 11/19 @ 5:30 pm. Selectperson Dunham will be attending. 7) Dates to remember: <ol style="list-style-type: none"> a. 12/2 – MMA Class for all Selectpersons and Town Manager b. 12/5 – Tree Lighting c. 12/16 – Joint Budget meeting 8) Is the Fairgrounds Management Plan a policy or an ordinance? Town Manager will research. 9) An email was sent to the Board from the Town Manager regarding the FMLA (Family Medical Leave Act) regarding an employee on leave. 10) Selectperson Dunham would like an accounting of all the roadwork now that it has been completed. 11) Selectperson Curtis will be attending the KVCOG meeting along with the Town Manager on 11/18. 12) Selectpersons Dunham and Pomerleau are requesting permission from the Board to review executive session files from prior Boards regarding the snowplow contract.
MOTION	Motion by Selectperson Dunham to authorize Selectpersons Dunham and Pomerleau access to files from the executive session date of 09/2011 with regards to the complaint filed by Reay Construction.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-1-1 (Chairperson Reay abstains due to conflict of interest & Selectperson Durgin against.)
	#4 TOWN MANAGER
DISCUSSION	<ol style="list-style-type: none"> 1) The Town was awarded a safety grant from Maine Municipal Association is approximately \$1800 to ergonomically correct Workstations for office staff. 2) The project will have to be completed and paid for before being reimbursed by MMA.

	<ul style="list-style-type: none"> 3) The funds that will be used will come from the Gile Hall Fund. 4) The Bank Of Maine and their architect are working on a concept drawing regarding the bank building and incorporating the library. 5) Manager Pakulski forwarded to the Board and the Budget Committee copies of the budget spreadsheet from Manchester. 6) He also informed the Board that the spreadsheet has much more functionality than the current TRIO Budget program.
MOTION	Motion by Selectperson Curtis to move forward with the new spreadsheet format.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	<ul style="list-style-type: none"> 7) Selectperson Curtis wants to be sure that any and all signs that need to be replaced are done in a timely manner. 8) He expressed concern that a sign on Nickerson Hill has not been replaced for over a month now. Manager Pakulski expressed that the sign had been replaced and after further discussion, it was discerned that they were not speaking of the same sign. 9) Manager Pakulski will order the sign in question and have it installed as soon as possible. 10) Included in the packet were the responses from MMA Legal regarding the question of what constitutes a legitimate executive session. 11) This was done in response to numerous residents asking the question of whether or not the Board is going into those sessions legitimately.
MOTION	
SECOND	
PASS/FAIL	
	#5 BOARDS, COMMITTEES, COMMISSIONS & DEPARTMENTS
DISCUSSION	<ul style="list-style-type: none"> 1) A road is considered abandoned after 30 years of being discontinued. 2) Research is needed to verify the exact date of Mill Stream Road being discontinued. 3) Chairperson Reay thanked the Fairgrounds Athletic Field Committee and the Library Trustees for submitting their minutes. 4) Mr. Parent of the Budget Committee was very interested and the committee is looking forward to using the spreadsheet this year. 5) Mr. Meyer from the Conservation Commission informed the Board that the committee recommends that a change to the Firearms Ordinance and the Fairgrounds Management Plan should be revised to state No Hunting.
MOTION	
SECOND	
PASS/FAIL	
	#6, 7 & 8 APPOINTMENTS/REAPPOINTMENTS
MOTION	Motion by Selectperson Durgin to approve the application of Shawn Roderick to fill the seat of the RSU 38 School Board for a term of 11/17/14 – 06/30/15.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Selectperson Pomerleau to approve the application of Jan Tarbuck as Library Trustee for a term of 11/17/14 – 06/30/15.
SECOND	Second by Selectperson Durgin
PASS/FAIL	Motion passes: 5-0
MOTION	Motion by Selectperson Pomerleau to approve the application of Henry Clauson as the Planning Board Alternate pending Clarification by the Chair of the Planning Board whether or not Mr. Clauson must retake a class at MMA, for a term of 11/17/14 – 06/30/15.
SECOND	Second by Selectperson Durgin
PASS/FAIL	Motion passes: 5-0
	# 9 PURCHASING POLICY – SECOND READING
DISCUSSION	<ul style="list-style-type: none"> 1) Review and discuss changes for the possible final reading at the next meeting. 2) Selectperson Curtis would like the Policy to state that all bid openings be done at the Select Board meetings so that all the people will be able to see it, because there is no attendance by the public at the publicized bid openings.
MOTION	Motion by Selectperson Durgin to extend the meeting to 9:05 pm
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 4-1 (Selectperson Dunham)
	TAKEN OUT OF ORDER #15 PUBLIC COMMUNICATIONS
DISCUSSION	<ul style="list-style-type: none"> 1) Mr. Linton conveyed to the Board that the Purchasing Policy should apply to employees as well as the contractors. 2) He also asked the question how is it that non profits are exempt from taxes. Manager Pakulski informed him that it is state law. 3) Kents Hill is being taxed on more property than in the past due to cooperation from the school and revaluating each parcel. 4) Mr. Carbona asked the Board for clarification on executive sessions. 5) The Board has not yet met to discuss the issue that Mr. Carbona is referring.
MOTION	Motion by Chairperson Reay to extend the meeting to 9:30.
SECOND	Second by Selectperson Durgin.

PASS/FAIL	Motion passes: 5-0
DISCUSSION	6) Selectperson Dunham will contact MMA regarding the issue with the committee member.
#10 FIREARMS ORDINANCE	
DISCUSSION	1) Board will wait until the Conservation Commission to have their meeting and their recommendations.
MOTION	
SECOND	
PASS/FAIL	
#11 NAMING APPLICATION – FIRST READING	
DISCUSSION	1) 1st reading. 2 nd reading will be held during the meeting on 12/01/14.
MOTION	
SECOND	
PASS/FAIL	
#12 SECRET BALLOT PROCESS	
DISCUSSION	1) Schedule a workshop for 12/4 @ 4:30 – 7pm and 12/11 @ 4:30 – 7pm.
MOTION	
SECOND	
PASS/FAIL	
#13 JOINT BUDGET COMMITTEE/SELECT BOARD MEETINGS	
DISCUSSION	1) Will schedule the meetings once both the Board and the Committee are sure how to proceed and the numbers have been entered into the spreadsheet.
MOTION	Motion by Chairperson Reay to extend the meeting until 9:45.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
#14 PERSONNEL OVERTIME DATA	
MOTION	Motion by Chairperson Reay to extend the meeting until 10:00.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	1) Mr. Carbona expressed that when any of his employees need to work overtime, they must come to him and ask permission and have a good reason. He would like to know why that isn't happening. 2) The employee overtime data is needed to make an informed decision and pinpoint where savings can be made. 3) Ms. Doten suggested flex time as an alternative.
MOTION	Motion by Selectperson Dunham to request that Manager Pakulski provide the Board with the following data: <ul style="list-style-type: none"> • Total Overtime/hour/employee/previous fiscal year • Total Overtime/hour/employee/fiscal year to date • Nature of the Overtime • And the reason that the specific duty couldn't be performed during regular hours. and this information shall be provided to the Board at the 12/15/14 meeting for the purposes of budget discussions.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 5-0

Chairperson Reay adjourns the meeting at 10:01 pm.