

Readfield Select Board Planning Retreat
August 5, 2013
8:00 AM to 4:00 PM

Present: Chair Sue Reay, Vice Chair Greg Durgin, Select Board members Larry Dunn, Valerie Pomerleau and Allen Curtis, Town Manager Stefan Pakulski, Facilitator Dana Lee.

Attending for the morning portions of the meeting were Representative Craig Hickman and Senator Tom Saviello for a discussion regarding legislative issues, including among other things LD 1566, mandates, municipal revenue sharing and other funding issues.

In the early afternoon, Superintendent Donna Wolfrom and Acting RSU #38 Chairman David Greenham attended the planning retreat for a discussion regarding among other things, education issues, including school funding, tax impacts and greater citizen involvement in budget formulation.

Also attending the meeting were Priscilla Zarella, Lorraine Wagner, Marion Dunham and Sandra Rourke.

Communication Issues Identified:

- The Select Board must work in a manner that assures adequate public input while still getting the required business of the Town of Readfield done in a timely manner.
- The SB agrees that by working together in an open, respectful and all-inclusive manner, the Town of Readfield is better served and more can get accomplished.
- The SB strongly agreed that it is wise to slow down, involve all stakeholders, get good public input, use workshops and public hearings, use the Messenger, PEG channel and website to distribute information, and ensure you have thorough, accurate information before developing and passing policy (see Town Charter experience as example – below).
- The SB agrees that meetings have calmed down and the “Guidelines for Public Participation” have helped.
- The SB agrees that if a SB member wants to add an issue to the upcoming agenda, they will contact the Town Manager who will convey that request when he meets with the Chair and Vice Chair to develop agendas.
- There is a need for a policy that clearly states the number of appointees permissible on each board and committee (ACTION ITEM).
- There may be an internal e-mail issue as it appears some e-mails do not transmit to other SB members. (ACTION ITEM).

Successes During Last Twelve Months

1. "Town Charter" question process
2. Another good audit
3. Sidewalk project / usage
4. Trail addition / usage
5. Improved town web site
6. Snowplowing contract process
7. Review of Personnel Policy
8. Review of other policies
9. "Conflict of Interest" issue and ordinance
10. Use of "Budget Snapshot"
11. Heritage Days
12. The low interest rate on the road bond
13. Improved public communication
14. Established "Readfield Enterprise Fund"
15. Strong Recreation Board
16. "Emergency Response Plan" adopted
17. Progress on ballfield

Issues Needing Attention / Goals (As Prioritized by the SB)

WORKLOAD: The SB would like to better understand the workload of the TM and staff (what is currently delegated), so that they can discuss options to free up some time for the TM and /or other staff, or even new resources, to provide additional time to work on high(er) priority projects. (5 VOTES) (CONSIDER ASSIGNING THIS TASK SOON TO RECEIVE AT 8/26 MEETING?) (TIME MANAGEMENT COURSE)

WORKSHOPS: The SB discussed the need to 1) Prioritize the workshops needed; 2) Determine the schedule for the workshops; 3) Determine the informational needs and stakeholders that are desired. (4 VOTES)

POLICIES: The SB discussed the need to 1) Determine a policy for the frequency of town policies getting full review; 2) Determine the top ___ policies that need update; 3) if a committee is created to review town policies, then the committee will need a “mission / roles / responsibilities” document; 4) Recommended policy amendments are to be forwarded to the SB for final review and approval (Note: There is agreement that the best policy is publicly vetted and not hurried); 5) Revision dates of policies and a summary of the revisions(s) should be added to every policy and each policy should be available on the web site. (4 VOTES)

SUPPORT: The SB supports the Chairman’s growth in her role, and the Chairman will assist the SB members in their roles. (3 VOTES)

ACCURACY: Accurate, timely information is important both for decision-making and for public trust. This may be an area where if the SB and TM can shift “workload,” more time could be put into this. (3 VOTES)

INVOLVEMENT: There is a strong desire on the part of the SB to get more public involvement in civic affairs and decision-making. As part of the RSU discussion, the SB suggested researching “live streaming” of RSU meetings and promoting that non-parents can be put on the meeting notification auto-call list (FOLLOW UP ITEM). (3 VOTES)

INTERLOCAL: The SB would like to continue to pursue interlocal agreements. Areas such as administration of General Assistance, technical support, web/newsletter support, (the discussion of the REF lending pool, grants and economic development did not come up?) among others, should be considered. Decisions in this area will develop from a better understanding of existing work load / delegation, and having had workshops on other priority issues. (3 VOTES)

CAPITAL IMPROVEMENT PLAN (CIP): There is a need to update the CIP, and more particularly the “town properties” plan, as discussed in previous retreats. (2 VOTES)

WEB SITE: There is a desire to see more time freed up or created to ensure timely, easy-to-navigate, informative updates to the town web site. (2 VOTES)

PROJECTS / WORKSHOP TOPICS

(EACH HAD 1 VOTE)

ROLES, RESPONSIBILITIES, CURRENT GOALS FOR BOARDS & COMMITTEES
ADDITIONAL SIDEWALK CONSIDERATION
COMPREHENSIVE PLAN IMPLEMENTATION

(EACH HAD 0 VOTES)

GILES ROAD BRIDGE PLAN
UPDATE TRANSFER STATION PLAN
FAIRGROUND FIELD PROGRESS
REVISIT FIRE STATION ADDITION / MINIMUM NEEDS
UPDATE DOWNTOWN REVITALIZATION STUDY
MULTI-YEAR LIBRARY PLAN