

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M. SELECTMEN MEETING MONDAY, NOVEMBER 24, 2014

1.0 CALL TO ORDER

Present: David Thompson, Gary Poulin, Clarence Cummins, Rose Beckwith, Peter Warner.

Others: Town Manager Janet Smith and Executive Assistant Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF OCTOBER 30, 2014 AND NOVEMBER 12, 2014.

Selectman Thompson made a motion to approve the minutes of October 30, 2014, Selectman Beckwith seconded, motion approved (3-0).

Selectman Beckwith made a motion to approve the minutes of November 12, 2014, Selectman Cummins seconded, motion passed (4-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Resignation of Corey Munsey from the Richmond Fire Department

Selectman Beckwith made a motion to accept the resignation of Corey Munsey from the Richmond Fire Department, Selectman Thompson seconded, motion passed (5-0).

4.2 Confirmation of Town Manager Appointment of Doug Bellevue as Police Sergeant

The Town Manager stated that they have selected Doug Bellevue as Sergeant and a pinning ceremony will take place on the 10th his position is effective December 1st.

The Town Manger stated that applications for patrol officer are due December 12th. Selectman Cummins asked if there is a probationary period. The Town Manager responded, yes. Selectman Warner asked if we pay for them to go to the Academy do they owe us a certain number of years. The Manager responded that it staggers if we hire someone and they go to another department that Town must reimburse us.

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Update on Richmond/Dresden Bridge Opening

The final date is set for December 5 at 10:00a.m., kids will start arriving at 9:30a.m.there will be a pledge of allegiance, the high school band playing the National Anthem,

Senator Collins will be speaking at 10, they will cut the ribbon, there will be historical information and a small reception at Pownal Borough Hall in Dresden. DOT will be sending out the invitations.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Richmond Emergency Assistance Program Policy (REAP)

The Town Manager stated that the prior program did not set any rules, anyone could approve a request. We want to keep the program accessible through the General Assistance program as well as the Town Manager, the eligibility requirements would not be as strict as general assistance, it allows for a family of four to reach 175% of the poverty level. If the family makes less than \$3,500 a month they would qualify for the program. This is a one-time emergency assistance to keep them from getting behind.

The board asked how it was going to be funded. The Town Manager responded through donations. Tax payers are already paying for general assistance. There was \$7,700 left over in the account the money was rolled over to REAP. Does the board want to add to the policy that any remaining appropriations from General Assistance be rolled into this account. Selectman Warner asked what would normally happen in the event of a surplus at the end of the fiscal year. The Town Manager responded that it would go to the bottom line. Selectman Cummins stated that we need a way for the public to be aware of this. The Manager stated that we can encourage donations through advertising in our newsletter. Selectman Thompson suggested capping the amount rolled over from General Assistance to up to \$5,000 to the REAP account and move the remainder to the bottom line. Item tabled.

7.2 MMA Safety Enhancement Grant-Police Department Training Firearms.

The Town Manager stated the Police Department was approved for an MMA Safety Enhancement Grant to cover 2/3 of the cost of purchasing training simulated weapons for training purposes with the schools and multi-jurisdictional training. Total cost of the equipment is \$1,402. We would be getting back \$930 if the board accepts this grant. Selectman Thompson asked if there is any additional cost other than what was already appropriated. The Town Manager responded no.

Selectman Thompson made a motion to approve the grant, Selectman Poulin seconded, motion approved (5-0).

7.3 Release Deed Jeremy Purington

The Town Manager stated that Jeremy Purington owed back taxes on the property that have since been paid off.

Selectman Thompson made a motion to approve the release deed, Selectman Cummins seconded, motion passed (5-0).

7.4 Northeast Security

The Town Manager stated that the police department switched to Cunningham Security back in June. The library is not currently being monitored for fire. We need to install a second phone line or use an AES radio. Northeast Security came in with a proposal. They do not want to lose our business for fire monitoring. The police department would be free for the first year, they will also give us the AES monitoring for the library and free installation, waive the 12 month monitoring fee, \$220 the first year, \$230 the second year and \$240 the third year. Northeast Security is local where Cunningham does their monitoring from out of state. Northeast offered the town; \$73 an hour for labor they are willing to knock down for the three year period starting at \$50, \$55 and \$60. They would also offer free telephone answering service on nights and weekends. Selectman Cummins asked what would happen after the three year contract. The Town Manager stated that we would revisit the contract with Northeast and contact other contractors through a bid process.

Selectman Thompson made a motion to approve the contract, Selectman Beckwith seconded, motion passed (5-0).

7.5 Richmond Trust Portfolio

The Town Manager stated that she had a meeting with the Wells Fargo advisor regarding the Richmond Trust Funds. He will be coming to the next meeting to give a presentation on his recommendations and options. Copies are in the budget committee members boxes they are invited to the meeting to hear the presentation.

8.0 ASSESSOR ITEMS-BUSINESS

8.1 801 A BETR Reimbursement Program-Brentwood Distribution, LLC

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public-None

9.2 Town Manager

Thank you to the Richmond Police Department for helping on Veterans Day.

The board was provided with a notice of the DOT highway resurfacing project.

The Manager received an email from Patricia Royal in regards to the fire horn. There was confusion whether it was manually blown or automated. I have spoken with the Fire Chief and replied back to the resident. It appears the horn direction has been moved. The Chief will look at having it put back towards Pleasant Street versus her house. It is an automated horn and goes off on a call or during a test. I advised her that I would bring it to the board. Selectman Warner asked if it can be silenced after 10p.m. The Manager responded that it's the 6p.m. time that is the problem. Selectman Thompson added that he don't believe it should be eliminated but wondered if it could be moved?

The Manager stated that we are no longer using Northeast Security for IT services. We have requested the services of John Buckoff as well as a quote from Burgess Computers.

Our server is not being backed up. Recently our files were wiped out. We are looking at purchasing a new server not to exceed \$2,300 we are looking to take the funds from the Cable TV Funds Account.

Selectman Thompson made a motion to allow the purchase and expenditure of funds for the new server using the Cable TV Account, Selectmen Beckwith seconded, motion passed (5-0).

Selectman Cummins asked where Cable Funds have been spent. The Manager replied fuel for the grange, computer software and hardware and the Recreation Director position. Selectman Warner would like to review the guidelines regarding the cable funds and have placed on the next agenda.

The Manager stated she would be out of office tomorrow and back in on Wednesday. The office is closing at 2p.m. on Wednesday for the Thanksgiving holiday weekend.

9.3 Selectmen

Selectman Thompson stated that Public Works did a good job trimming around the stop signs. He has seen some bills from Blow Brothers and wants the town to continue to look into purchasing their own portables.

Selectman Warner asked that we follow up with the River Road residents in regards to the status of changing the speed limit or placing warning signs in the area.

9.4 Boards and Committees

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants.

Selectman Cummins made a motion to approve the warrant, Selectman Poulin seconded, motion passed (5-0).

11.0 ADJOURNMENT

Selectman Thompson made a motion to adjourn at 7:45p.m., Selectman Poulin seconded, motion passed (5-0).