

**MINUTES**  
**5:00P.M. MEETING OF THE RICHMOND SELECTBOARD**  
**TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, MARCH 16, 2016**

**1.0 CALL TO ORDER**

O'Neil Laplante, Gary Poulin, David Thompson, Robert Bodge; Town Manager, Janet Smith; Executive Assistant, Laurisa Loon; Alvah and Patricia Donnell, , Soraya Umphry, Fred Umphry, Mellissa Hackett, James Donnell, Michael Grizkewitsch, Gary Hickey, Christopher Giles, Dan Dunton, Adam Garland, Rita Marquis, Scott MacMaster, David and Robin Young. Peter Warner arrived at 5:40p.m.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF MARCH 2, 2016**

Selectman Laplante made a motion to approve the minutes of March 2, 2016 and Selectman Poulin seconded, motion passed (3-0).

**4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

**4.1 Selectman Representative discussion for Revolving Loan Fund Committee Member**

The board tabled discussion on the loan fund committee member.

**5.0 PUBLIC HEARINGS, PRESENTATION**

**5.1 Promotion and pinning of Sergeant James Donnell**

Selectman Laplante made a motion to appoint James Donnell to Sergeant, Selectman Poulin seconded, motion passed (3-0).

**6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS**

**6.1 Richmond Fire Department Ordinance Amendment Review**

Request to be tabled awaiting for email responses from other departments

The Manager asked to have 7.3 taken out of order.

Selectman Laplante made a motion to move 7.3 out of order and table 6.1, Selectman Poulin seconded, motion passed (3-0).

**7.3 Discussion on Town Office Hours**

Came up with five different possible hours for discussion purposes, we can create a survey form to have available during the June 2014 elections, we talked about putting one on the counter but we are not going to hit as many people. Selectman Thompson

asked about placing the survey in the May newsletter. The Town Manager replied that all the town meeting budget information will be in the town newsletter. Selectman Poulin asked out of the four days open are there any that are slower. Laurie Boucher stated it depends on if it's the beginning or end of the month also tax time is busy all week, if I had to say it would be Wednesday or Thursday, we have had people waiting prior to 7a.m to get in the office before they go to work. The Town Manager added that the early opening hours seems to be something people like they can come in before work, over the years with the internet the only thing you cannot do online is a new vehicle. Selectman Thompson asked for pros and cons. Laurie Boucher responded that early morning hours are better than late at night hours. Selectman Bodge asked if there is a savings. The Town Manger replied that we can't tell you that we save a bundle of money, the lights aren't running, the a/c or heat isn't kicking on as much but it's still running. A survey is important to see why the change is important. I have been here two years and have not had one person contact me in regards to the issue. Selectman Thompson asked if it would help if we put the hours in the newsletter ahead of time. The Manager responded that the only problem with putting it out ahead of time is people taking the survey more than once, it's clean to have them fill it out and drop it in the box at elections. Selectman Laplante asked if we could we have it at the informational meeting? The Town Manager stated we could announce that we will have the survey at elections. Selectman Thompson stated he was surprised to see that only one other town was closed on Fridays. The Town Manager stated that vacations and being out sick would make it hard to expand or stagger hours. A couple of us are cross trained but it is not our priority job, that's why we can't leave our main job for a couple of days.

Selectman Poulin stated he wants to see the hours be consistent. He does not want to see different hours on different days. He likes the regular hours and a half day on Friday. The other staff is 35 hours week changing the hours doesn't change the other employee's schedule. It is only going to impact those two employees that work the counter. Selectman Thompson asked how it is going to impact the CEO, he has heard comments from contractors that Fridays would be nice. Selectman Laplante stated that we can't satisfy everyone. The hours between 4-5p.m. are nice for the BIW employees, the early morning hour's 7-8a.m. works well for government and bankers. Selectman Laplante asked if we considered closing between 12-1p.m.

The Manager stated that at the next selectmen meeting, we will review what the staff came up with and have on the agenda several choices for a survey.

## **6.2 16/17 Road Projects, continued discussion**

The Town Manager stated this is an ongoing discussion item. Selectman Laplante asked if there has been anymore thought to closing part of Lincoln Street in the winter or is it a dead issue? The Manager replied that after talking with Allan and with all the Chiefs that closing that gravel section of Lincoln Street would create the need to go around and put more time on response times and would extend the plow route. The Manager stated that we can put it on the April agenda to discuss road closing as a whole.

Peter Warner arrived 5:40p.m.

**6.3 Discussion on workshop with Fire Department sub-committee**

The Manager requested a Monday or Tuesday meeting and has not heard back on any dates. The Manager stated she would following up and figure out a date.

**6.4 Selectman discussion on laptops for selectmen meeting use.**

The Manager stated that at the last meeting the board never finalized what they wanted to do. The Manager stated she would take this item off the agenda until a board member brings it back up for future discussion.

**6.5 Code Enforcement Fee Consideration**

The Manager stated she worked with the Codes Officer and went through the International Existing Building Code and Energy Code. The Town never adopted the energy code. We can't enforce any part of the energy code because it's not part of our ordinance. Under the building code if you are changing the materials of a roof from shingles to metal we can require a permit, if your doing window replacement that incudes structural changes then you can require a permit, but if you are replacing window for window or roof for roof then no permit is required. What has been brought before the board is a re-roofing permit for material change only, and keeping window replacement if there are structural changes only.

DECD received the list that our codes officer was being appointed to enforce all those codes. Selectman Warner asked why we didn't adopt the energy code. Selectman Thompson thanked Ryan Chandler for bringing the issue forward. Selectman Bodge asked if we have had projects that involved the energy code. The Manager responded not that she was aware. Ryan Chandler stated it's a requirement from the State. Towns can adopt the MUBEC without the Energy code based on your town's population. That energy code is above and beyond what is in the standard building code. More goes into the energy code and that's why they didn't want to adopt that code it would add those extra fees.

Selectman Thompson made a motion to accept the fee change for the CEO permit fees, Selectman Laplante seconded, Selectman Warner called for discussion, so if I am changing a window in a room does it need to meet the egress code, Ryan Chandler responded not for the building code, but for the fire code yes, motion passed (5-0).

**6.6 Gifts of artwork and temporary loans of artwork article for town warrant.**

The Manager stated this needed to be its own warrant article. Selectman Thompson made a motion to add this to the town meeting warrant, Selectman Laplante seconded, Selectman Warner asked if we need to stipulate that something has been donated, should there be something on disposal, Selectman Thompson replied that it states in the proposed policy it is strictly up to the board of selectmen and conditions can be placed, motion passed (5-0).

## **7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS**

### **7.1 Update on Myrtle Street Fire Improvements**

We received an estimate from GLP Builders. We also received an estimate in regards to the heat pump and converting to a propane boiler. I wanted to make sure the board knew we were getting quotes together to back up the request in the budget. We received an estimate today on lighting and to install ceiling fans in the truck bay. These estimates put us over the \$60,000 budget request. Selectman Laplante asked why we ended up looking at exterior lighting. The Manager replied that there was concern that the outside lighting was not bright enough. Selectman Thompson suggested that a street light in the area might take care of the outside lighting. Selectman Thompson asked if this was going to be paid through the reserves. The Manager replied that it would be raised through the town warrant so not to deplete the town property reserves. We have decreased debt service by \$34,000, the decrease in all departments makes up the difference, capital outlay is lower than what it has been in previous years, the town improvement fund reserve is at \$24,890. Building repair and maintenance has \$8,946, Selectman Laplante stated that there is damage done to the building outside walls, insulation showing, we should look at barriers to cut down on damages, continued discussion next meeting.

### **7.2 Town of Richmond Public Facility Use Policy Amendments**

Roberts Hall was added to the property list.

The Library is getting a lot of use with different groups holding meetings. The library don't allow anyone to bring additional chairs we want to make sure that the library use policy is part of this application, the library will have the application we have added department head recommendation for approval. Selectman Bodge stated he has a problem with reserving public property, it's meant to be open to the public. We will be adding the capacity room numbers and bringing this back to our April meeting.

### **7.4 Selectman discussion on Town Fuel**

Selectman Warner stated that it was \$3.49 a gallon last year on fuel and the town locked in \$2.249 a gallon, we had a mild winter so there is money left in the fuel accounts, since it was raised and appropriated for fuel can we look at locking in now for the best price not knowing what it's going to be in June or July, it is currently \$1.75 a gallon today. Selectman Thompson stated he is concerned about taking money raised and appropriated in a budget year to pay into another budget year. The Manager stated that she has put the question forward to the legal department and has not heard back yet.

### **7.5 February Financials**

The board reviewed the February financials.

## **8.0 ASSESSOR ITEMS-BUSINESS**

## **9.0 BOARD OF TRUSTEES BUSINESS**

### **9.1 February Financials**

Selectman Warner asked if we could find a way to combine some of the trusts that don't have much money in them. The Town Manager stated she has been doing some research on the trusts and will get back to the board.

The board reviewed the February financials.

## **10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS**

### **10.1 Public-None**

### **10.2 Town Manager**

A citizen request has come into the office to have the Welcome to Richmond signs relocated closer to the actual town lines. Also proposed additional signage for the village area downtown. Would the board like to add this to an upcoming agenda?

The public works foreman and assistant foreman attended an erosion control training. Once they have completed an actual project they will be certified through Maine DEP in erosion control practices.

Richmond Days scheduling is almost completed and should be ready for approval from the Board by the middle of April.

I have contacted Time Warner Cable to move forward with the franchise negotiations. Their head of government franchises will be back in the office on the 22<sup>nd</sup>. I will have more information to present at the next board meeting.

Maine DOT is working on the retaining wall at the corner of Baker and Front Street.

The Budget Committee will be reviewing the Fire Department proposed operating, capital outlay and reserve budget on Wednesday March 23. This is the final proposed department budget for initial review. The Budget Committee/Board of Selectmen budget workshop is scheduled for March 30 at 6:00p.m. Social Services/Non-Profit requests as well as the Recreation Committee will be presenting. It is anticipated that the Budget Committee will give their recommendations on the proposed Manager's budget at that time.

I will be out of the office Thursday March 24 as I am attending training on Friday March 25. Additionally, I have training on Tuesday April 5 and Thursday April 7.

### **10.3 Selectmen**

Selectman Poulin stated that he would not be bidding on the fire department project. He just provided an estimate for the fire department.

Selectman Warner stated there is a street light on in the middle of the day on the River Road/Ferry Road intersection.

Selectman Warner asked if we have received the ACO resignation. The Town Manager replied no notice has been received. I am meeting Friday with the County Administrator and Sherriff to talk about ACO services.

Selectman Warner stated that he is meeting next week with representative from LL Beans to promote the Town of Richmond and Hathorn Block, and also to see if they would be interested in sponsoring field day.

Selectman Thompson asked about how we dealt with the issue on holding area fees at the last meeting. The Manager replied that no motion was made so the fees stayed the same.

#### **10.4 Boards, Departments and Committees**

The Manager stated there is a memorandum from Richmond Recreation on budget and revenues.

#### **11.0 WARRANT**

##### **11.1 Request for action regarding all disbursement warrants**

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

#### **12.0 ADJOURNMENT**

Selectman Poulin made a motion to adjourn at 7:35p.m., Selectman Laplante seconded, motion passed (5-0).