

MINUTES
5:00P.M. MEETING OF THE RICHMOND SELECTBOARD
TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, MARCH 2, 2016

1.0 CALL TO ORDER

Selectmen present: Gary Poulin, O'Neil Laplante, David Thompson, Peter Warner and Robert Bodge. Others present: Fred Brewer, CPA; Victoria Boundy, Travis Pryor, Nicole Briand, Scott Brilliant, Ryan Chandler, Nate Bodge, Town Manager, Janet Smith and Assistant, Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF FEBRUARY 17, 2016

Selectman Thompson made a motion to approve the minutes pending amendments that under the town report dedication it states in honor of Chuck Kincer on behalf of the Cotton Cemetery, also David Landman wasn't listed in the call to order and a clarification on the Managers statement dealing with the fire ordinance and the job descriptions and recommendation of job qualifications. The Town Manager replied that the job qualifications are not included in the fire ordinance. Selectman Laplante seconded the motion, motion passed 5-0.

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Selectmen Representative discussion for Revolving Loan Fund Committee Member

Selectman Warner stated that he currently is the Selectmen Representative on the loan board, the position is open to the board of selectmen he would like to stay on but if there is another member that would be interested he would love for someone else to have a chance. Item tabled to give members time to think this over.

5.0 PUBLIC HEARINGS, PRESENTATIONS

5.1 Fred Brewer, CPA 6/30/15 Audit Presentation

Fred Brewer reviewed the prior year summary with the board. Cash in 2010 was at \$1,357,837.93. In 2015 it is up to \$2,218,794.22. The town cleaned up some debt, overdrawn grants have been paid off, and taxes being collected on time. The town has a healthy undesignated fund balance, a reflection of good excise tax collection and more vehicles being purchased. The Town Manager stated based on expenditures/appropriations, just over 5.6 million to have good cash flow, undesignated fund balance to have between the 1.8 million. State Revenue sharing down. The Manager stated that the Homestead Reimbursement will change this year. Fred Brewer stated he expects license and fees to go up this year.

5.2 Richmond Utility District & Travis Pryor of Wright-Pierce Property Line Agreement & Easement Survey Presentation.

The Town Manager stated that we need to change the line at some point to move forward with the waterfront path project.

Selectman Thompson made a motion to approve the property line agreement and easement to be placed on the town meeting warrant, Selectman Laplante seconded, motion passed (5-0).

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Selectman discussion on laptops for selectmen meeting use.

After discussion the board decided to not take any action at this time.

6.2 Land Use Ordinance Amendments Draft Review

Selectman Thompson asked if the planning board was content with the changes. James Valley responded, yes. James Valley stated they have been reviewing Article 8. No additional requirements were added. Outside of Article 8 they discussed Article 4 in the Village district any exterior changes to historic buildings currently would have to go through planning board, the code enforcement officer could make the judgement call at his discretion, the other clarification was to make it easier for demolition or removal of historic buildings, at least one of the criteria must have to be met not all.

Ryan Chandler stated that in the newsletter it stated the town is charging for window and roofing replacement. James Valley responded that he is looking to make sure proper placement of windows and/or roofing is being met. It is part of the Mubec Code. I need to inspect that it's being installed properly. Ryan Chandler responded that you cannot charge for a permit on repairs to houses. Selectman Warner replied that we need to meet a standard. Ryan Chandler replied it is a repair to a home and Mubec made it clear that with a simple repair to a home you cannot charge for a permit. The Town Manager replied that she would work with the Code Enforcement Officer to review this process.

The Town Manager stated she would bring forward the amendments to the Land Use Ordinance to the town attorney.

6.3 Fire Department Ordinance-table until next meeting when fire chief is available.

6.4. 16/17 Road Projects, continued discussion

The Manager stated that street signs are up, the roads are posted. Stop signs were made visible. The Marston Road and New Road hash tags are up and stop ahead sign on pavement.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Recreation Committee request for field maintenance funding

The program operates on program fees, we no longer have soccer at the high school field, the town fields need maintenance. We had to pay \$1,000 to have the fields treated. We would like to be able to seed the fields. The program is paying the electric bill, water and sewer bill out of the operating funds. Selectman Bodge asked if the town has a maintenance fund. The Manager responded that we have a reserve fund for town

improvements, which currently has \$24,890 in the account it does require a town meeting vote. It was created in 2004. The building repair and maintenance is a percentage from year end surplus and goes into this reserve, it was created in 2007 for emergency maintenance repair and can be authorized by the board of selectmen.

The Town Manager stated she will put this on the next agenda to give the board time to think this item over.

7.2 Revised Recreation Committee By-Laws for review

There are revisions for board to consider to the committee by-laws.

The board would like the fire station to be stricken from the by-laws because it's not ADA accessible for a meeting space.

Selectman Thompson made a motion to approve the by-laws as amended, Selectman Poulin seconded, motion passed (4-0-1). Selectman Bodge abstained.

7.2.A Approval of 3 on 3 Basketball Tournament March 12 and 13.

The 3 on 3 tournament is fund raiser for the recreation department, for insurance we need the selectboard's approval because this is a new program.

Selectman Laplante made a motion to approve the 3 on 3 event, Selectman Thompson seconded, motion passed (5-0).

7.3 Recreation Committee request for town meeting consideration

The Recreation Committee is having issues with stability, tracking paperwork, background checks, planning with other towns. The committee would like the town to hire a part time recreation director to handle the administration of the program, for 15 hours a week. Selectman Warner asked what happened with the director we had previously approved. The money was coming out of program fees and the town. It was a \$2,000 stipend, the position has not been filled since the one term. We don't have the funds to pick the position back up. We are looking at something similar to the Senior Director by having the town pay for the coordinator but not the events. That way the paperwork stays in the town office. The committee would come up with programs and budget. This request is something new that is not included in the proposed budget. It would be a separate warrant article if the board chose to considerate it and it would go through budget committee process. Selectman Warner added that this has been proposed several times and failed, I don't have an issue with having a director, but bring it to town meeting vote it needs to include the summer rec program. Selectman Laplante stated he is not ready to support this request right now in March for a town meeting proposal. It's at the last second in terms of the budget year.

The Manager asked if the board would be willing to hear this request at the March 30th joint meeting with the Budget Committee if the proper paperwork has been put together. Selectman Bodge stated he would like to see that 15 hours also coordinate summer rec. Selectman Thompson would like to see it discussed but feels there is not

enough time on seeing how this is going to impact the budget. Selectman Warner would like to table this item until the March 30th meeting with the budget committee to give the recreation committee time to put together a budget and job description there was also discussion that if the committee was ready by the March 16, 2016 meeting they could present the job description and budget materials to the selectboard for consideration for the town warrant. Any article would still need to be brought before the budget committee on March 30, 2016.

7.4 Request for release of funds from the Town Forest Reserve for parking lot maintenance.

The Town Manager stated that we reviewed the Town Forest Reserve account and we looked at what we need to stabilize the lot. Approximately 50 yards of ¾ inch gravel. The reserve was last used in 2000 for gravel to be placed out there.

Selectman Bodge made a motion to approve up to \$1,000 out of the Town Forest Reserve to repair the gravel parking area, Selectman Poulin seconded, motion passed (4-1), Selectman Laplante opposed.

7.5 Holding Area request for price changes

The Manager stated the thought on lowering the price on the tires was to encourage people to not throw them beside the road. Selectman Poulin stated he brought two printers at two different times and they refused to take money.

No motion was made to approve the fees.

7.6 Discussion on workshop with Fire department sub committee

We are looking to schedule a joint workshop with the sub-committee to bring the board up to date on what they have been working on. We are looking at a Monday night.

8.0 ASSESSOR ITEMS-BUSINESS

9.0 BOARD OF TRUSTEES BUSINESS

10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

10.2 Town Manager

Papers are available March 21. There is one selectmen position open for this term, an RSU #2 member position, 3 Budget Committee positions and 1 Utility District Trustee. There are also several positions available on our boards and committees.

The Town Manager stated she received an email from Superintendent Bill Zima to see if there was any interest from the board on meeting with himself and the school representatives on the progress and future budget. Monday or Tuesday nights work best for the board.

The Manager stated she is working on the Cable Franchise Agreement and Ordinance, the ordinance was last updated in 2013, the franchise agreement has never been

completed. A draft of the agreement was received from the town attorney and sent to a Time Warner representative. We are still receiving 3% of the gross revenue, the draft proposal was an increase to 5%. Back in 2012 Time Warner was agreeable and going to add additional reconnection charges, it was never entered into by either party, they are usually 10 year agreements and our current one expired a long time ago. At the time the Cable Committee did not want to increase access or upgrade equipment because it would drive up the price for the consumer. Selectman Bodge asked how much of the town is covered.

Selectman Warner asked for an update on the extended work week. The Manager replied that she sat with the two office staff impacted the most by any changes and has also taken other towns with same population and compared hours when they are open to the public, she would like to have Sharon and Laurie sit in on a Selectmen meeting for further discussion.

Selectman Warner stated he would like to look at being available five days a week, Mon through Thursday 9 hour days and Friday 7 to 11, maybe we could have a survey at the desk.

10.3 Selectmen

Selectman Warner stated he would like to review the code fees for window and roof replacements. Selectman Poulin replied that he understands the idea of having a permit process but not the fees.

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants.

Selectman Poulin made a motion to approve the warrant, Selectman Laplante seconded, motion passed (4-0).

12.0 ADJOURNMENT

Selectman Poulin made a motion to adjourn, Selectman Laplante seconded, motion passed (4-0).