

Clarence Cummins, Chairman
 Peter Warner-Vice Chairman
 Tracy Tuttle
 Rose Beckwith
 Gary Poulin

AGENDA
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M.-WEDNESDAY, SEPTEMBER 18, 2013

1.0 CALL TO ORDER

Selectmen: Clarence Cummins, Rose Beckwith, Gary Poulin, Peter Warner and Tracy Tuttle.

Others: Auditor William H. Brewer, Police Chief Scott Macmaster, Fire Chief Matt Roberge, RYRA Representative Ryan Shea, Town Manager Marian Anderson, Executive Assistant Laurisa Loon, Ian Alexander and Jan Wanngard.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF SEPTEMBER 4, 2013

Selectboard member Beckwith made a motion to approve the minutes, Selectboard member Poulin seconded, motion passed (4-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Appointment of William F. Brooks, Jr. to the New Mills Dam Committee

Amended appointment from alternate member to voting member.

Selectboard member Beckwith made a motion to appoint William F. Brooks, Jr. to the New Mills Dam committee as a voting member, Selectboard member Poulin seconded, motion passed (4-0).

5.0 PUBLIC HEARINGS, PRESENTATION

5.1 Auditor William H. Brewer-Annual Audit Report June 2013

Selectboard member action requested to sign the audit letter.

Fred Brewer gave an overview of the audit. The Town received a completed audit report. The board needs to issue an authorization letter stating that the audit met the town's specifications and recommendations and there is no fraud or legal issues.

Selectboard member Warner made a motion to accept the audit report from William H. Brewer, Selectboard member Poulin seconded motion passed (4-0).

The Town's cash balance as of June 30, 2013 is back up to 1.3 million after four years.

See (worksheet).

The undesignated fund should have at least two months of bills. Selectboard member Warner asked is the 2 month minimum your recommendation. Fred Brewer responded yes at least 2

months, you could have a little more. You shouldn't have cash flow issues with issuing tax bills earlier; the excise tax is going up again.

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Isaac F. Umberhine Library –Update

6.1.1 Updated budget figures.

The Manager provided updated spreadsheets on the building expenses and the library reserves.

Selectboard member Cummins stated that the architect line item is overspent can we add a column showing the difference. The Town Manager added that we purchased additional plans for the public and for workers which had not been built into the budget. Also we needed to add an 8 foot wall and sand to the foundation. The Town Manager stated that the budget column represents the numbers Steve Musica provided at a selectmen meeting, for simplicity we are using the numbers as a guide.

6.1.2 Dedicated public works hours at 120 on the project.

The Town Manager stated she asked the Public Works Director to keep track of the hours that public works has spent on the project. They have demonstrated in kind services at 120 hours on the project.

6.1.3 Establishment of Library Trustees.

The Town Manager stated that she would like to contact the former trustees to see who is interested in serving and have them appointed. The Board agrees. We are looking at a five member board to establish a vision and programs for the library.

6.2 Revolving Loan Board Recommendations

The board was provided an email from legal counsel to write-off of \$85,000 in unpaid loans from the Revolving Loan Fund. The Manager asked the board to review and come prepared at the next meeting to make a decision. Selectboard member Cummins asked if we are making any changes in policy so this does not happen again. The Manager responded that we now have two bankers on the board and a policy has been sent to legal counsel for review. In the past the board has tried to do without counsel advice we want the board to bring any questions to the Manager and we can ask counsel. The legal fee can be paid out of the application fee. The email addresses each one of the individual accounts that have not been paid.

Selectboard member Warner stated in regards to Bill Kelley we know where he is at, why are we having a hard time getting ahold of him. The Town Manager responded that his assets are in different locations.

6.3 RYRA recreation coordinator

We incorporated most of the items in the job description except the monthly calendar.

Selectboard member Warner would like the ad to be more distinct in that it is administrative duties and remove the word supervision. The town office will continue to collect all fees associated with the program.

The Town Manager stated we would remove the entire sentence: "The Coordinator will provide overall supervision of youth sport and recreation programs."

Selectboard member Beckwith thought it was going to encompass other groups. The board responded that it wanted to move slowly.

Selectboard member Tuttle added that the position reports to the Town Manager and the RYRA board.

6.4 Comprehensive Planning Meeting: NEXT MEETING; Tuesday, 9/24/2013 @ 7:00 pm, Tuesday, October 8, 2013 @ 6:30pm there will be a joint workshop with the Planning Board, presentation by Beginning with Habitat Program. Draft vision statements will be presented at the Selectboard meeting Wednesday, October 2, 2013

6.5 Fire Truck proposal for Engine 2-Fire Chief Matt Roberge

The Town Manager stated that the Fire Department is looking for direction from the board.

Matt Roberge stated that repair quotes range from \$11,905 to \$15,460 to \$22,215, in all honesty I am having a hard time. Budget wise we should take the lowest bid but concerned if we go with the lowest bidder they will find additional issues in the future.

The highest bid was from Northeast Emergency apparatus and the lowest from Greenwood out of Brunswick who we work with mostly.

Selectboard member Cummins asked what your level of confidence with Greenwood is.

Matt Roberge stated he is confident with Greenwood but worried about the unforeseen issues they may have overlooked. We have not worked with Northeast but they were very thorough in their inspection. O'Connor's spent five minutes looking at the truck.

Selectboard member Beckwith asked what the life expectancy once fixed is. Matt Roberge responded 10 to 15 years once fixed. Selectboard member Warner added that it is his personal opinion to look at Northeast based on their thorough inspection. Selectboard member Beckwith agrees. It didn't feel like it was a good comparison between the companies Northeast was more complete.

Selectboard member Cummins asked where is the money coming from. Matt Roberge stated there is \$3,500 carry over in the budget but is looking for direction on the remaining balance.

Selectboard member Warner asked if we can look at the TIF. The Town Manager asked if the Fireman's Association is willing to donate. Matt Roberge stated he hasn't asked.

Selectboard member Poulin asked if we can protect ourselves with a contract on the low bid.

Selectboard member Cummins asked when you were looking at the used truck a while ago, where was that money coming from. Matt Roberge responded the Reserve account.

Selectboard member Tuttle asked what we have for fire vehicles.

Matt Roberge stated that we have five vehicles a 1980 pumper truck (Engine 1) it is in good shape we had the pump repacked the manual shift is next to be replaced; a 1984 forestry truck we purchased a new skid in 2009 through the skid grant; a 1996 tank truck which holds 9,600 gallons of water (in good shape); a 1997 pumper (Engine 2), the pump and engine cab are okay, the body has a lot of rust; and a 2012 squad truck that is flawless at the moment.

Selectboard member Beckwith asked if the 1997 pumper was made with different metal. Matt Roberge said they specked out an aluminum body at the time but the budget was made to go with a steel body and tank which is prone to rust. The tank is not showing any signs of rust at the moment.

Selectboard member Tuttle asked during a call how many trucks respond. Matt Roberge stated at least two or three it depends on the call a tanker and two engines, the forestry roles only rarely and accidents usually two trucks. The squad truck carries equipment and generators that don't fit on other trucks it is pure utility. Selectboard member Tuttle asked if it does what the forestry truck does. Matt Roberge responded the forestry truck responds only to brush fires or wild fires it carries tools and back tanks there is no room on the squad truck for forestry apparatus.

Selectboard member Cummins stated he is in favor of taking the high bid providing we can find a source of money, the possibility of the TIF, reserve fund or any other possibility. The Town Manager is looking at asking the Firemen Association they do most of their fundraising on town property and since I have been here I am not aware of any purchases, the idea is that they would support the fire department. It doesn't hurt to ask the question. Matt Roberge stated that we are talking about purchasing a thermal imaging camera.

Selectboard member Tuttle asked if this \$20,000 repair has to be done. Selectboard member Warner stated that he is concerned if we don't do something with the truck and do it right he is afraid the paint is going to peel, rust is showing, doors are rotting away, the rust becomes a problem.

Selectboard member Tuttle added that we don't have the money and is not in favor of spending money that we don't have, we have trucks that are servicing us fine right now, we are a small town, we have do with what we got, I would not put my name out there on \$20,000 without town meeting approval. Matt Roberge added that he asked for a truck out of the reserve

account. I have been working with this item that the former Fire Chief started. Selectboard member Tuttle continued to say we don't have any money. We don't have to search funds we can do with what we got. Selectboard member Warner added that it is confusing to him. The public was told that there was money in the TIF to be used for public works that's why I mentioned the TIF only under the assumption that it can be used for it.

Selectboard member Cummins stated that if we were to do nothing now and take it to town meeting in June at that point you would have to go out to bid again, you are looking at a truck that is 8 months older. Matt Roberge responded that the bids could be more at that time. As a tax payer I am concerned as well, if we need to wait we need to wait. This issue started 2 years ago it started as a capital request at town meeting.

Selectboard member Cummins stated that we could look at how the reserve article is written and see if that is an option. Selectboard member Tuttle added that she meant no disrespect, I know you are doing the best you can. Selectboard member Beckwith stated she has a problem with the infrastructure, if we don't do anything now down the line is it going to cost twice as much. We should keep this on the agenda when we have a better understanding of our finances.

The Town Manager stated that she will find out if the reserve can be spent, we can have a conversation later about the TIF the board should stay with the spirit of town meeting, we can always have a special town meeting we also have a November election coming up you could put something on the ballot.

Selectboard member Cummins stated that he feels the best route is to go to town meeting. Selectboard member Poulin believes it should go to town meeting there is no guarantee that it's going to cost more than it does now.

Selectboard member Warner stated that we should start looking at consolidating with Dresden. Selectboard member Tuttle feels that something could work between the towns.

Selectboard member Warner made a motion to table this issue until town meeting, Selectboard member Beckwith seconded, motion passed (5-0).

7.1 Town Forest Signs (donated by Richard Gower) and Rules.

The board was provided with a packet that included a map with trail, the committee made proposed rules, and repairs to walkways, they wanted permission to post a sign at the town forest that states: "motorized vehicles and horses prohibited on trails." Snowmobile trail permitted and marked on forest. The Boy Scouts have blazed the trails. Selectboard member Cummins asked where we are going to post the rules. Selectboard member Beckwith added there is a kiosk at the parking area. Selectboard member Warner suggested to add no alcohol permitted. Selectboard member Cummins asked if it would have the official town seal and to thank them for their work.

7.2 Approval of the TIF Budgets

Selectboard member Cummins asked if the audit of both TIF's was paid for by the Downtown TIF. The Town Manager responded yes.

Selectboard member Warner stated the \$20,000 for comprehensive planning may be premature because we don't have a plan yet. The Town Manager added that Planning Decisions has done most of the demographic work there is money in the reserve to pay for that. Selectboard member Cummins asked if they don't use it what happens to the money. The Manager responded that the board can carry it forward and use to pay down the bond payment.

Selectboard member Warner asked if the \$15,000 match towards the rail trail is something we always do. The Manager responded that no this is the first time it depends on how much of the trail they are going to do, its unique to each community.

7.3 Response to resident request

The Manager stated that she received resident Fred Browne's email and we have responded. The Town Manager stated that the Cable Ordinance will be on our next agenda. We need to update our ordinance once we do that then we can start negotiations.

7.4 Municipal Client Seminar-sponsored by Jensen-Baird-Gardner-Henry

The Town Manager asked the board if anyone wished to attend if so to let her know so we can RSVP.

7.5 Town Fuel Bids

The Town accepted bids from Main Street Fuel and MCOG. Selectboard member Tuttle made a motion to accept the bid from Main Street Fuel, Selectboard member Beckwith seconded, motion passed (4-0-1) Selectboard member Warner abstained.

7.6 Public Works Vacancy

Bob Howe has retired. We have posted in house to fill the foreman position; we are currently running on a three man crew. Public Works is behind on several projects because of the library, we have added additional duties to the crew placing up the seasonal flags, cleaning the parks and bathroom. Selectboard member Tuttle made a motion to advertise for a public works laborer position, Selectboard member Beckwith seconded motion passed (5-0). Selectboard member Tuttle and Poulin stated they would be available for interviews. Selectboard member Tuttle requested that interviews be held on Mondays and Tuesdays.

7.7 Railway Café Liquor License Renewal

Selectboard member Poulin made a motion to renew the Railway Café liquor license, Selectboard member Tuttle seconded, motion passed (5-0).

8.0 ASSESSOR ITEMS

8.1 13/14 Tax Commitment

Selectboard member Warner asked if the Manager could explain the school credit. The Manager responded we are entitled to \$175,000 credit the last one in the consolidation process. We received one every four years, this is the last year. If we mail them a check for \$175,000 in change, they will deduct the same off our school budget. This is not the teacher summer salary that has been paid. Selectboard member Tuttle asked if this is the credit \$1/per student and if we are legally obligated. The Manager responded that we are not required to. Selectboard member Tuttle asked how come the other towns have come to this conclusion. We owed summer salaries and were not entitled to the credit until it was paid. They did not have that debt to pay.

Selectboard member Tuttle made a motion to sign the tax commitment, Selectboard member Beckwith seconded, motion passed (5-0).

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Resident Jan Wanngard was glad to hear the library trustee piece was moving forward.

9.2 Town Manager

The board was provided with a lease agreement between the food pantry and town this is a draft please review.

The board was provided with a draft cable franchise ordinance for review.

The annual Maine Municipal meeting is Wednesday October 2nd. The selectboard has to authorize the Manager to vote on behalf of the Town of Richmond.

Selectboard member Beckwith made a motion to allow the Manager to be a voting delegate, Selectboard member Tuttle seconded, motion passed (5-0).

9.3 Selectmen

Selectboard member Poulin stated that he is having a hard time finding volunteers to build the building at the transfer station. He would like to get a key to the gate so he can work with his own crew on Thursday or Friday.

What type of wood is used for the shelves in the library? The Manager will get back to him.

Selectboard member Tuttle asked if the tax club is going ahead. Did we put a call into DOT in regards to the pot hole on Main Street? Also does the town have any say as to when the State is doing a project to how long it goes on?

Selectboard member Warner asked if we looked into a timer for the street lights. The Manager stated we sent an email to the vendor Collins and Collins; we will follow up with Vicky to see if we received a response.

Selectboard member Warner urged the board to look up the US News and World Report education report please look where Richmond ranks.

Selectboard member Beckwith stated there is a pot hole on North Street also Houdlette field.

9.4 Boards Committees

Ryan Shea stated there is a bee infestation on the corrugated pipes at Houdlette Field and Lane Field. Can we take the pipe off, why are they on the fence? The Manager responded the pipes are for insurance purposes.

At our last RYRA meeting we had different job description the board has not reviewed the current draft provided to the selectboard. Laurisa Loon stated she would email Ryan a current version in the morning and he can forward it to the RYRA committee.

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants.

Selectboard member Poulin made a motion to sign the warrant, Selectboard member Tuttle seconded, motion passed (5-0).

11.0 EXECUTIVE SESSION 1 M.R.S.A 405(6)(A)-PERSONNEL MATTERS

Selectboard member Warner made a motion to move into Executive Session, Selectboard member Poulin seconded, motion passed (5-0).

No action taken.

Selectboard member Beckwith made a motion to come out of Executive Session and adjourn, Selectboard member Tuttle seconded, motion passed (5-0).

12.0 ADJOURNMENT