

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M. SELECTMEN MEETING THURSDAY, OCTOBER 30, 2014

1.0 CALL TO ORDER

Selectmen present, David Thompson; Peter Warner; Rose Beckwith; Town Manager, Janet Smith and Executive Assistant, Laurisa Loon.

Others present, Paul Adams, O'Neil Laplante and Ryan Shea.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF OCTOBER 15, 2014

Selectmen Thompson made a motion to approve the minutes as amended, (*minutes are to be amended to reflect a change under 7.4 from Selectman Michail to Resident Michail*), Selectman Beckwith seconded, motion passed (3-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Police Department Patrol Officer Job Description Update

After review the Selectboard approved the amended Patrol Officer Job Description.

6.2 Tax Acquired Property Update-Ann Clark

We received an email in regards to Ann Clark purchasing back her land. She has a bank check ready in the amount of \$12,566.20 which will bring the account current to June 2015.

Selectman Beckwith made a motion to accept payment on back taxes and issue a quit-claim deed, Selectman Thompson seconded, motion passed (3-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Recreation Coordinator Job Description Update (Format Change)

The Town Manager stated this a format update. Selectman Beckwith made a motion to update the job description for the Recreation Coordinator, Selectman Thompson seconded, motion passed (3-0).

7.2 Holiday meeting schedule

The Manager stated the November 26th meeting is the day prior to Thanksgiving and the December 24th meeting is Christmas Eve. We are requesting the November 26th meeting

be moved to Monday the 24th and the December 24th meeting be moved to Monday December 22nd. We are also requesting the Thursday payroll be released on a Wednesday for both holidays due to the office being closed on those days. The Town Office would like to request the office close at 2p.m. the day before Thanksgiving and at noon on Christmas Eve. The employees would be using their own vacation time. Chairman Warner asked that we make sure we give ample to notification to residents and place on the marquis at the fire station. The consensus of the board was to approve the holiday schedule.

7.3 Town Forest Policy

The Manager stated that at the last Selectboard meeting it was discussed the town forest prohibits the use of motorized vehicles we were asked to make an exception for trail maintenance. We included the verbiage “except for purposes of trail maintenance of the designated snowmobile trail(s) with prior permission from the Board of Selectmen.” Selectman Thompson made a motion to adopt the changes to the Town Forest Policy, Selectman Beckwith seconded, motion passed (3-0).

7.4 Severe Weather Closing

The Manager stated the policy needs to be updated. The decision to shut down the office in case of a major storm would be based on the Manager consulting with the Chairman of the Board and safety personnel. Notice would be given on Facebook and all television stations. If the town closes the office then the employees would be compensated. If it opens and the employee feels it is not safe to travel they would use their vacation hours. Selectman Beckwith stated that this clears up a lot of controversy from the past. Selectman Warner would like employees to initial that they have reviewed this policy.

Selectman Beckwith made a motion to approve the updated policy, Selectman Thompson seconded, motion passed (3-0).

7.5 Engine Brake Ordinance

The Manager stated that after research and review in other towns our only option is to put up advisory signs. Selectman Beckwith stated that if there is no enforcement on our side she is not in favor of paying money to put up advisory signs if we have no recourse. Selectman Warner added that maybe we should look at the rescinding the existing ordinance.

7.6 Policy Rescind Requests

The Paycheck Policy dates back to 2003 and does not conform to current payroll practices. The policy refers to a five day work week and employees requesting checks ahead of time. The Manager has no control of releasing payroll before a warrant has been approved by the board. Selectman Thompson made a motion to rescind the policy, Selectman Beckwith seconded, motion passed (3-0).

The Computer Loan Policy allows employees to purchase computers and payback the town through payroll deductions. We currently have two employees left that are part of the program. We would like them to be able to complete the transaction. One would be completed in April 2015 the other the end of December 2014. Selectman Thompson

stated he would like to see the policy eliminated it is not a valid policy it was never approved. Selectman Beckwith made a motion to rescind the policy with the exception of allowing the two outstanding purchases to run their course, Selectman Thompson seconded against is better judgment, motion passed (3-0).

The Stand-Alone Smoking Policy is included in our personnel policy we do not need both. Selectman Thompson made a motion to rescind the stand alone smoking policy, Selectman Beckwith seconded, motion passed (3-0).

8.0 ASSESSOR ITEMS- BUSINESS

8.1 801A-Coca Cola Bottling Company of Northern New England-BETR Application

Selectman Beckwith made a motion to approve the 801A Form, Selectman Thompson seconded, motion passed (3-0).

8.2 Assessor Return 2014/15 Sagadahoc County Tax Assessment-\$499,959.00

Selectman Beckwith made a motion to approve the County Tax Assessment, Selectman Thompson seconded, motion passed (3-0).

8.3 2014 Maine Valuation Return

Selectman Thompson made a motion to approve the Maine Valuation Return, Selectman Beckwith seconded, motion passed (3-0).

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Resident O'Neil Laplante stated he would like to see a TIF public informational meeting.

Resident Paul Adams stated that he does not agree with the Thanksgiving holiday schedule. O'Neil Laplante agreed.

On Behalf of the RYRA Board, Ryan Shea requested if RYRA could change their name from Association to Administration. The Town manager stated that when the board changes their by-laws to change the name to what you want it to say, then they would be approving the by-laws along with the name change.

9.2 Town Manager

The Town Manager stated that resident Michail Grizkewitsch has spoken with railroad about the tracks on Kimball Street we are in the process of getting the road repaired.

The Manager stated that she attended training on the Affordable Care Act. At this time the Town does not meet the threshold, they are still looking at fire departments and we currently do not have 50 full time, the hours don't add up to enough weekly hours. The Employer requirements will not go into effect until 2015.

MMA is offering insurance on Cyber Security Measures at no cost to the town.

The Deputy Treasurer and I reviewed the draft audit hopefully we will have it within the next couple of weeks. I will notify the budget committee members of the presentation date.

The Cotton Cemetery Association at a prior meeting talked to the board about having a special town meeting to create a crematorium. They got the wording to me today, we sent a draft warrant to legal counsel if approved by the board it would need to be posted seven days in advance. My initial thought is if it's brought to the November 12th meeting for approval we can hold a December 3rd special town meeting.

The Manager met with Ransom Consulting in regards to the environmental assessment on the Hathorn Building at no cost to the town, the current owner has to sign off to allow them access to the building. Victoria Boundy has contacted the owner he is willing to sign the form to give them access. We also met with Developers Trust. They have done rehabs in Brunswick, Topsham and Livermore Falls. We were hoping that they could let us know if this building is viable for rehab, they were going to contact Calderwood Engineering to get their opinion. The town does not own the building but would facilitate getting the owner and a viable developer together. Selectman Thompson asked if there is a specific timeline? The Manager replied no. One of the things they were talking about yesterday is to get a better understanding on the load barring throughout the winter. At this point we are trying to gather information. Selectman Warner asked if we are having a special town meeting that we utilize the opportunity to at least bring what information we have forward.

9.3 Selectmen

Selectman Thompson noticed coming out of the post office in the back the trees are in the roadway there is no line of site towards Cross Street. Could we have Public Works clear up several of these stop signs around town?

Selectman Warner stated that he was speaking with residents on Clay Hill and the Alexander Reed Road, I don't know if we have been continuing any enforcement, in those areas, I would like to continue to make sure we do. Janet Smith stated that she left a message with David Allen of DOT he was out of office and will be back next week.

10.0 WARRANTS

Selectman Thompson made a motion to approve the warrant, Selectman Beckwith seconded, motion passed (3-0).

11.0 ADJOURNMENT

Selectman Thompson made a motion to adjourn at 7:18p.m., Selectman Beckwith seconded, motion passed (3-0).