

MINUTES
5:00P.M. MEETING OF THE RICHMOND SELECTBOARD
TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, JANUARY 6, 2016

1.0 CALL TO ORDER

Selectmen present: O'Neil Laplante, Peter Warner, David Thompson, Gary Poulin and Robert Bodge.

Others present: Representative from AllState Paving, Shawn Bennett; Executive Assistant, Laurisa Loon; Town Manager, Janet Smith and Public Works Director, Allan Moeller.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF DECEMBER 22, 2015

Selectman Thompson made a motion to approve the minutes of December 22, 2015, Selectman Poulin seconded, motion passed (5-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Appointment of Deputy CEO/LPI-Darren Carey

The Town Manager stated that she would like the board's approval of her appointment of Darren Carey as an alternate CEO/LPI this appointment has no effect on the tax rate. This is considered a mutual aid between towns.

5.0 PUBLIC HEARINGS, PRESENTATION

5.1 Shawn Bennett-All State Asphalt Presentation

Shawn Bennett gave a presentation on paving options such as chip sealing, fog sealing and asphalt paving.

The Town Manager stated she would like the board to look at the options and roads and bring back possible options. Shawn Bennett stated he would do a road tour with the manager and board and come up with a list of possible options for each road.

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Discussion of Town Office/Code Enforcement/Planning Fees

Selectman Thompson approve Town Office fee schedule, Selectman Poulin seconded, motion passed (5-0).

Selectman Warner would like the fine and fee and wording incorporated into the Land Use Ordinance.

Selectman Thompson made a motion accept the building permit fees, Selectman Poulin seconded, Selectman Warner stated that we are accepting the changes in red, motion passed (5-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 YTD Expenses Report

7.2 YTD Trial Balance Report

7.3 Selectman discussion on the Spillman Maintenance Fees

The Town Manager stated that we received a bill this year for \$3,675. We have never been billed before. The grant was approved in 2009. We have not received a bill for the Spillman maintenance costs and MiFi air cards. The grant stated that the town would plan to budget for maintenance costs. Spillman never charged the town for the six years we have had Spillman. There was a change of administration in the police department that wasn't aware of any annual fees. However, the County does pay for other towns in the county that utilize Spillman, such as Bath, Topsham and Phippsburg, originally the other towns had Spillman when Richmond didn't have the funds. We came in after the fact evidently at that point they were not going to pay for Richmond's fees and MiFi cards. In talking with the County Director and Administrator we asked why we are being penalized and why can't it be included now. We would need to request from the County Commissioners that it be included in the 16/17 budget. I have put together a letter to the Board of County Commissioners for your review to see if you want to send this request. Selectman Thompson asked what is the portion of the county budget towards police coverage isn't it around \$90,000. Selectman Thompson stated to send the bill to the commissioners. The Town Manager replied the Town of Richmond contracts with Spillman. Selectman Thompson asked if other towns have a contract with Spillman. The Manager replied no they contract with the County.

Selectman Thompson would like to vote to take the check-out of the warrant. Selectman Bodge asked if the other towns have contracts and asked if the amount was ever budgeted. The Manager replied that it revolved around the grant and funds we received. The purchase was not at the same time the other towns had the software installed so they didn't include Richmond and the maintenance fees were never put in the budget. Selectman Thompson stated that we should have been billed long before May. Selectman Poulin seconded the motion to remove the check, motion passed (5-0). The Manager will set up a meeting with Commissioners and Spillman.

10.2 Town Manager

The Manager stated she would be out of the office tomorrow.

The Manager stated she will be gone the first week in February.

The Departments are working on their operating budgets.

We are planning on including a 25 hour part-time employee which would take the place of summer help that mows lawns and free up other employees to do more mechanical work. Selectman Warner would like to see the mechanical work incorporated for maintenance on all town vehicles.

Risk Management looked at the snack shack, fire station and all of our vacant buildings and provided an action plan and proposed completion date. Some buildings need fire extinguishers, emergency light fixtures need replacing. Selectman Warner asked if there were any high value items. The Manager replied the concrete pad failure at the snack shack. On the outer rim there is a huge crack we need to develop a plan to repair or replace the slab under the snack shack. There are loose shingles over the main entrance door at the church.

10.3 Selectmen

Selectman Laplante stated that in the future regarding volunteerism we need to make sure things are done and built right.

Also, he would like to place the possibility of selling the Lincoln Street Fire Station on the agenda.

Also begin discussion on closing part of Lincoln Street seasonally next winter. The Manager stated we can begin those discussions in May. We would need to host public hearings with postings in October.

Selectman Thompson asked if we were getting signage at the end of the New Road to mark the road.

10.4 Boards, Departments and Committees; Food Pantry

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants

Selectman Thompson made a motion to sign the warrant minus the payment to Spillman, Selectman Poulin seconded, motion passed (5-0).

12.0 ADJOURN

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