

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
5:00P.M. SELECTMEN MEETING WEDNESDAY, OCTOBER 1, 2014

1.0 CALL TO ORDER

Present: Scott MacMaster, Mark Taylor, Ryan Shea. Fred Browne, Mike Grizkewitsch, Jr., Executive Assistant, Laurisa Loon and Town Manager, Janet Smith.

Selectmen present: Rose Beckwith, Clarence Cummins and Peter Warner. Absent: Gary Poulin and David Thompson.

The meeting was called to order at 5:20p.m.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF SEPTEMBER 17, 2014.

Selectmen Cummins made a motion to approve the minutes of September 17, 2014, Selectmen Beckwith seconded, motion passed (3-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Appointment of Linda Doran to the Richmond Planning Board

4.2 Appointment of Caleb Gannon to the Cobbossee Watershed Trustee

Selectmen Beckwith made a motion to take 4.1 and 4.2 together, Selectman Cummins seconded, motion passed (3-0).

Selectman Beckwith made a motion to approve the appointment of Linda Doran to the Richmond Planning Board and Caleb Gannon as the Cobbossee Watershed Trustee, Selectman Cummins seconded, motion passed (3-0).

4.3 Town Manager appointments

Scott MacMaster, Police Chief; **Douglas Bellevue**, Police Officer; **James Donnell**, Police Officer; **Rita Marquis**, Police Officer; **Christopher Giles**, Reserve Police Officer; **Daniel Dunton**, Reserve Officer; **Gary Hickey**, Reserve Officer; **Michail Grizkewitsch III**, Reserve Officer; **Adam Garland**, Reserve Officer; **Matthew Roberge**, Fire Chief; **Michael Averell**, Assistant Chief; **Roxanne Calkins-Renfro**, Animal Control Officer; **Christopher Smith**, Harbormaster; **James Valley**, Plumbing Inspector, Code Enforcement Officer, Heath Officer, Deputy Treasurer, Deputy Tax Collector; **Laurisa Loon**, Deputy General Assistance Administrator; **Laurie Boucher**, Deputy Tax Collector and Deputy Treasurer; **Sharon Woodward**, Deputy Treasurer, Deputy Tax Collector, Town Clerk and Registrar of Voters.

Selectman Cummins made a motion to confirm the Managers appointments, Selectman Beckwith seconded, motion passed (3-0).

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Comprehensive Plan Update-Victoria Boundy

Victoria Boundy stated they have been working with Midcoast Economic Development District on economic profile data it compares Richmond to the region and State. We recently put out a business survey to all businesses in town we have received back 21. Our goal is to reach 40 to 50. I have set up face to face meetings with each business owner that has returned their survey. We will be setting up a workshop in November and invite business owners and residents to talk about the survey and data. Selectman Warner asked if we could put a link on the town's website to the survey. Victoria stated that they have finished the bicycle pedestrian plan and will be developing action items for priorities, setting up meetings and making a presentation to the planning board at the end of month as well as RYRA. Selectman Warner stated that we also need to get RUD involved, they are a limiting factor to business growth. It would be nice to get together and try to find some grants. Mike Grizkewitsch asked if Victoria would be meeting with the pipeline and dairy farms. Victoria replied that the farms would have received the survey and would be proactive in reaching out to them.

6.1.1 Business Friendly Sign Update-Victoria Boundy

The selectmen asked that we look into state highway business signs for the North and South exits. The board would like to consider putting one near the bridge and one near the highway.

6.2 Sale of Town Plow Truck Update

The Town received one bid that did not meet the criteria we will renounce the truck by adding the verbiage or best reasonable offer. Allan stated that the money will go to pay off the new truck. We don't want to keep this truck. The Town Manager stated that we have 13,000 outstanding on the new truck. If we can't sell the truck the money to pay off the additional would come from the reserve fund the Selectmen have the authority to disperse those funds.

6.5 Town Forest Trails Update-Trails Committee

Wayne Ladner stated that they have set up user friendly trails in the Town Forest the perimeter loop is 1.7 miles there is also a shortcut trail that is .5 mile. The trails are marked and blazed. There are no fires allowed out there but we do it for a specific event. We have a sign up at the kiosk in the parking lot. We would like to put up a bigger sign. We have started looking at the trails behind the school and who owns the trails,

for a future project. Selectman Warner suggested putting an article in the newsletter to see who wants to help.

6.3 Tax Acquired Property Update-Town Manager

The Town Manager stated that she is still working with Bowdoinham on the Ann Clark property that abuts the town of Richmond we should have something for the next meeting.

6.4 Senior Center Director Update-Town Manager

The Town Manager stated that we have drafted the job description for the coordinator position we have added a few things that the Bureau of Labor Standards looks at. I have also met with Bette Horning and had her review the description. We received six applications and will be holding interviews tomorrow and Monday morning. I will be going down Monday to the center to introduce myself.

Selectman Beckwith made a motion to approve the job description, Selectman Cummins seconded, motion passed (3-0).

6.6 Boston Post Cane Update.

The board agreed to set up a date and time to present the pin and certificate it would need to be after 2:30 and not a Thursday.

6.7 Library Bench Update-Town Manager

The Town Manager spoke with the store manager from Home Depot, they offer benches at the same price but not comparable pieces as to what we were looking at. It is grant money that would be used to purchase the bench. I did speak with David Thompson and he is fine with purchasing the benches as long as it's not tax dollars and he is happy we looked around at other options.

6.8 Police Department Vehicle Replacement Update-Town Manager/Police Chief

The Town Manager stated that we have started getting different quotes for several different types of vehicles we have gone out to different vendors. We would like to start the process following the purchase policy and keeping the board up to date. Scott MacMaster stated that they are getting a whole host of bids and information on all the vehicles for the boards review. We are also getting multiple bids on trade in allowances, the life cycle cost, depreciation, maintenance cost and miles per gallon with the projected amount on what it costs per mile. The board will be provided with a spreadsheet on the specifications.

6.9 Police Department Vacancy Update-Town Manager/Police Chief

We will be posting the opening in house for a two week period and begin the process at that point if we know we have a suitable candidate to post for a patrol officer on the outside. If there is no interest we would post for the Sergeant on the outside. We are anticipating to start the process by November with a new higher after the first of

January. We currently have reserve staff for October, November and December to maintain 24/7 coverage. Selectman Cummins asked what is the rationale for making sure we have a Sergeant. The Chief responded it is someone to step up when the Chief is out they have shared administrative duties, the position is a union position, it's something for patrol officers to work towards. Selectman Cummins asked would you consider someone who needs to go the academy. The Chief replied that it depends on the applicants. The Town Manager added that if you put the ad in that you are only looking for a blue pin you limit your pool of applicants. Mike Griskewitsch asked when the grant expires does the fifth position go away. Selectman Cummins replied that when the grant goes away we continue with a five person department. It is up to the town to pick up the last year. We have two and half years left and \$86,000 left in the grant. We have been putting \$14,000 away for the last three years to pay for the final year.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Municipal Quitclaim Deed-Robert & Kathryn Spencer

Selectman Beckwith made a motion to approve the quitclaim deed, Selectman Cummins seconded, motion passed (3-0).

7.2 5K Fundraiser-5th Grade-Town Manager

The school is looking for approval from the town to have a 5K on October 25, 2014.

Selectman Beckwith made a motion to approve the 5K, Selectman Cummins seconded, motion passed (3-0).

8.0 ASSESSOR ITEMS-BUSINESS

8.1 Certification of Assessment Warrant

Selectman Beckwith made a motion to approve the Certification of Assessment Warrant, Selectman Cummins seconded, motion passed (3-0).

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Resident Fred Browne would like to look into having a welcome sign painted on the water tanks.

Resident Fred Browne asked if there is a policy when people leave that they return keys and passwords are changed.

Resident Fred Browne asked why maintenance on police vehicles is done in Dresden. The Chief responded it's a record keeping issue.

Resident Mike Griskewitsch asked that the town work on a comprehensive plan on what vehicles the town will be purchasing. The Manager replied that we will be looking at a plan for not only vehicles but town buildings and putting money aside every year.

9.2 Town Manager

The Manager received the Northeast Ambulance quarterly numbers. The Chief received Richmond response times. In July, 37 minutes was the longest; September's average was 14 minutes with the longest being 25 minutes. Selectman Warner stated that the fuel consumption for Lincoln Street would be approximately an extra 500 gallons if heated during the winter. The Chief stated that they are currently keeping the unit at the fire station running.

The RYRA draft budget is in the "Box."

The Manager met with Home Depot to talk about treating the town as a contractor. We would also get the government discount on materials. If we were in need of putting out an RFP for a project we could say the town would supply the materials. It would be a 1/3 of the cost. Home Depot also provides community services and volunteers out labor.

9.3 Selectmen

Selectman Beckwith stated that there is still stuff in the old library we need to have it emptied.

Selectman Beckwith stated that working at the transfer station was an eye opening experience.

Selectman Beckwith would also like to look into a park and ride by the interstate.

Selectman Warner stated that he met with the Librarian and Jan Wanggaard and provided them with additional budgeting information.

Selectman Warner stated in regards to the Hathorn building we sent the attorney pictures and information we are waiting to hear back with an opinion on which avenue the town should take.

Resident Jill Stinson asked about the reserve funds? The Town Manager stated that the particular donation funds didn't go through town meeting process to be set up as reserves they were carry forwards.

9.4 Boards and Committees

Ryan Shea wanted to thank Amy Vashon for formalizing the expense report. The soccer season ends on the 18th they will be out of Lane Field. They are looking at two tournaments for revenue.

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants.

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

It was the consensus of the board to table the Executive Session.

11.0 ADJOURNMENT

Selectman Cummins made a motion to adjourn at 7:22p.m., Selectman Beckwith seconded motion passed (3-0).