

AGENDA
MEETING OF THE RICHMOND SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M. SELECTMEN MEETING WEDNESDAY, MARCH 18, 2015

1.0 CALL TO ORDER

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

Others: Community and Business Director, Victoria Boundy; Executive Assistant, Laurisa Loon; Town Manager, Janet Smith, O'Neil Laplante and Ryan Shea.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF FEBRUARY 4, FEBRUARY 18 AND MARCH 4, 2015.

Selectman Thompson made a motion to approve the minutes of February 4, 2015, Selectman Cummins seconded, motion passed (4-0).

Selectman Cummins made a motion to approve the minutes of February 18, 2015, Selectman Thompson seconded, motion passed (3-0).

Selectman Cummins made a motion to approve the minutes of March 4, 2015, Selectman Warner seconded, motion passed (3-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

The Town Manager stated there are appointments to be discussed under new business.

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Update on Safe Routes to School Grant

Victoria Boundy stated she is looking for direction from the board on the project. The design was completed in 2012 that's when construction estimates were put forward. The original estimate for the local match was \$43,560 we are estimating a new local cost of \$55,000. We are looking for authorization to proceed with the right of way, title verification and mapping, we are going through the steps as if taking and/or permanent title in the right of way. The timeline consists of working on the right of way, going out to bid in the fall with construction in the spring of 2016. The Manager stated that this would encompass two fiscal years. Two TIF budgets affected by this project. The money we set aside this year for this project would be placed in a general ledger for that project and next year's TIF would complete the project. Selectman Warner asked if we are looking at \$30,000+ increase. Victoria Boundy stated it would be \$12,000 increase. The total cost includes construction and bid administration. The Manager stated that the town is responsible for 20%. Selectman Thompson asked what does the estimated staff time cost. Victoria Boundy replied that it's built into the increase. Selectman

Warner asked if \$12,000 is the worst case scenario with a cushion of \$4,000. Selectman Thompson thought the right of way work had been done. Victoria Boundy stated that we have to be very careful with these projects for a variety of reasons one being the federal highway administration is strict with the use of funds. The project area has been surveyed but they want us to do additional title research. Victoria Boundy stated the sidewalk would be on Gardiner Street from Pleasant to High Street then a trail next to the public works building making it more formal. They would be 8ft sidewalks all the way to the existing sidewalk at the school. Victoria Boundy stated we would hire an independent appraiser which would be the basis for offering just compensation to the abutters, even for temporary grading and equipment on the project site. Selectman Cummins stated that in the past there had been some objection from some of the residents on the sidewalks has that issue been settled. Victoria Boundy replied that the final design was approved by the board. Victoria Boundy also stated that infrastructure work was done in 2006 in anticipation of a future sidewalk. Selectman Poulin asked in regards to private property acquired will we be making an offer. Victoria Boundy replied an offer of just compensation. Selectman Poulin asked what happens if they refuse the offer. Victoria Boundy replied that it is a good question there is a process. Victoria Boundy stated there are three old trees in the right of way with roots on the property, if we determine we have to take them down we will offer just compensation to restore the property to its original condition.

Selectman Cummins made a motion to approve the additional amount of money required to complete the project, Selectman Beckwith seconded, discussion, O'Neil Laplante asked if the money includes a wet land study. Victoria Boundy replied that Wright-Pierce the engineers looked at the area during the design process and it was determined not to be an issue. O'Neil Laplante stated that it's a huge increase, the budget committee scrutinizes other departments on increases, 35% is substantial. Selectman Beckwith added that in the past they eliminated the gym on the addition at the Marcia Buker School which was a mistake. This pathway is used for the kids if we don't do it, it will be another issue that we didn't take care of when we had the opportunity. Victoria Boundy added that the schools are in favor of the project. Selectman Warner added that he is concerned with the possibility of an increase. The Town Manager added there is a chance it could go over the \$50,000. Selectman Poulin added that it is a good project but it is a lot of money for a sidewalk. Selectman Thompson asked if the sidewalk project can be separated from the pathway project. Victoria Boundy replied that it is a package deal it was why the project received funding. Selectman Warner asked if our match is spent up front. Victoria Boundy replied that it is a reimbursement process. Selectman Thompson asked if we have enough money to cover the project even if you ended up spending more in one and less in the other. The Town Manager replied yes. Selectman Warner stated that he has reservations on the cost. If we don't take the federal funding do we still have to jump through hoops. Selectman Warner suggested tabling the issue for a couple of weeks so we can find private estimates? Selectman Cummins amended his motion to move forward with the project but to no exceed \$55,000. Selectman Beckwith seconded, motion failed, (2-3).

Selectman Poulin made a motion to have a local contractor look at the project to have a comparison on cost. Selectman Cummins asked how it is different from the bidding process where we would have a low bidder. Selectman Poulin is concerned if the town is getting a good deal. Selectman Cummins stated that they are at \$220 instead of \$174. Victoria Boundy replied the total project cost is at \$255,000. Selectman Thompson asked how long it will take to do the right of way process. Victoria Boundy replied 3 months being conservative.

Selectman Warner asked what is the cost of the right of way work. Victoria Boundy replied around \$20-30,000. We are hiring the firm to do the right of way work from a list of approved firms. Victoria Boundy added that the town attorney would do the title search.

Selectman Cummins asked when is the drop dead date when we have to decide how much money we are going to commit to the project. Can you give us breakdown on how much is construction, title search, easements to give us a better picture.

Selectman Poulin made a motion to table the discussion until the next meeting when he can provide cost estimates on paving, Selectman Thompson seconded, motion passed (4-1).

6.2 Discussion and approval of Town Hall Live and on Demand Streaming

The Manager stated that for \$200 a month Town Hall Live will provide the system, equipment, installation, maintenance and warranty. Meetings are streamed live with playback available 365 days after the taped meeting, it allows for one digital copy download. It would use our current internet connection. There would be a drop down microphone, and one camera, this would cost \$2,400 a year. The Manager personally believes it's a great way to keep the public involved in what's going on. I would eventually like to see the town use channel 7. Selectman Thompson asked if they install the equipment would they would bring other equipment to meetings held elsewhere. The Town Manager stated it would only cover meetings held at the town office? Selectman Warner asked the cost of doing town meeting? The Manager replied she don't know if it's even a possibility? Selectman Cummins asked if we have talked with other towns. The Town Manager responded she has seen it in action and several towns are using the system.

Selectman Thompson made a motion to try the Town Hall Live and on demand streaming for a year and use the money from the cable TV account, Selectman Cummins seconded, motion approved (5-0).

6.3 Discussion on 52 High Street: Map U01/092/00-Proposal of interest.

The Manager provided the board with a letter from an individual bringing an offer to the board, as soon as the snow is gone the individual will be in contact with the codes officer they can go look at the property and give the board a proposal. The town has spent money twice on advertising this parcel. I wanted to see if the board would entertain this proposal.

The consensus of the board was to entertain the proposal when submitted.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Approval of the Richmond Recreation By-Laws

The Manager stated that the Richmond Recreation board approved a set of by laws. Selectman Thompson asked if a secretary or someone is in charge in managing minutes. The Manager responded that the coordinator takes the minutes. Selectman Cummins asked why the minimum of 7-9 members, what is the purpose of the variation? Ryan Shea responded that they originally started with 7 and kept the same language as the original by laws. The quorum is 5. The Town Manager stated the committee is interested in having open gym on Sundays from 5-7p.m. for pick-up basketball, the school is on board as long it's sponsored by Richmond Recreation. They have a manger that's willing to step up and take a safety class that the school requires to open and close the gym. There is discussion of having a donation box for anyone coming in to play to drop money into. Those revenues would go to the town. Selectman Warner asked if we only get 6 members. The Manager responded the quorum is 5 regardless. There are 3 positions at 3 year terms, two positions at 2 year terms and two at 1 year terms. Selectman Warner asked to eliminate the word minimum and see a review in 6 months.

Selectman Thompson made a motion to accept the amended by laws of the Richmond Recreation Committee, Selectman Cummins seconded, motion passed (5-0).

7.2 Appointments of the Richmond Recreation Committee: Amy Vashon, Ryan Shea, Gabe Gould, Michael Mason, Shannon Shea, Scott Brilliant and Elise Faris.

Amy Vashon, Ryan Shea and Gabe Gould for 3 year terms.

Mike Mason and Shannon Shea for 2 year terms.

Scott Brilliant and Elise Faris for 1 year term.

Selectman Beckwith made a motion to accept the appointments, Selectman Thompson seconded, motion passed (5-0).

7.3 Approval of the amended Job Description for the Richmond Recreation Coordinator

The coordinator position is an administrative position that keeps track of database, minutes, copies, mailings and assisting the board. Selectman Thompson asked why this is a FLSA non-exempt position? The Manager responded that you cannot exempt them even with a stipend, they have to meet the qualifications of supervising more than 2 people, if you have someone in this position working 50 hours a week 52 weeks out of the year, they don't meet the criteria.

Selectman Thompson made a motion to approve the Recreation Coordinator job description, Selectman Beckwith seconded, motion passed (5-0).

7.4 Town of Dresden/Richmond Code Enforcement Agreement

The agreement calls for 5 hours a week and an additional 2 hours for inspections if necessary. The agreement never included any reimbursement on health insurance. The Town of Dresden is requesting we renew the contract. This contract is a 2.3% increase from the year before with quarterly reimbursement in the amount of \$2,087.50. Selectman Warner asked if 20% of his time is in Dresden. The Manager replied that's what we charge them for. Selectman Cummins asked if we could spell out what LPI means. Also clarify that the employee devotes 5 hours of his time "weekly."

Selectman Thompson made a motion to approve the contract as amended, Selectman Cummins seconded, motion passed (5-0).

7.5 5th Grade 5k Fundraiser request for approval.

The Manager stated that the 5th grade wants to hold a 5k on May 9th to fundraise for their trip to Boston. I have checked with public works, police and fire and they see no issues and do not anticipate any problems in May.

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

8.0 ASSESSOR ITEMS-BUSINESS

8.1 Municipal Quitclaim Deed: Dean Staples: Map U08/004/00

The Manager stated the taxes are paid in full.

Selectman Thompson made a motion to release the discharge, Selectman Beckwith seconded, motion passed (5-0).

10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

10.1 Public

O'Neil Laplante stated the walls on the Hathorn building have surpassed the roof about 16 inches towards Front Street. The Manager stated she would talk with the Code Enforcement Officer in the morning to look at the building.

10.2 Town Manager

The Manager stated that training on ADA accessibility is being held at the Town Office for the Recreation Committee.

We received \$340.06 from the United Way for fuel into the REAP fund.

We received an email from MMA on the Governors proposed budget. The State assesses telecommunications and collects taxes on those. The proposal is shifting the tax authority to the towns to tax the telecommunications, they released what the state had as to value and the town currently totals \$1,089,130 of two way communication property, with this shifting at the current mil rate it would be \$22,950 in additional

revenue. The other side is that they would take away revenue sharing we currently received \$144,000.

Nomination papers are available.

I will be out of the office next Thursday and attending a conference on Friday.

The Budget Committee meets next Wednesday we are hoping to get through the rest of the budget.

10.3 Selectmen

Selectman Thompson stated that he has not heard back from from Pittston. Their town meeting was yesterday.

Selectman Warner would like to look at having an email blast. To notify residents of important meetings or events.

Allan Moeller has made progress with the street light situation. They are moving the eye to the top of the pole.

Selectman Warner stated there are no request for new loans, the Bill Kelley disclosure hearing is tomorrow.

10.4 Boards and Committees-None

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants

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

12.0 EXECUTIVE SESSION 1 M.R.S.A. (6) (D)-Labor Negotiation

Selectman Cummins made a motion to move into Executive Session, Selectman Beckwith seconded, motion passed (5-0).

No action taken.

Selectman Beckwith made a motion to come out of Executive Session at 8:26p.m., Selectman Thompson seconded, motion passed (5-0).