

AGENDA
5:00P.M. MEETING OF THE RICHMOND SELECTBOARD
6:00P.M. WORKSHOP SELECTBOARD AND BUDGET COMMITTEE
TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, MARCH 30, 2016

1.0 CALL TO ORDER

Selectmen: Gary Poulin, Peter Warner, David Thompson, O'Neil Laplante, Robert Bodge. Others present: Matt Roberge, Shawn Pierce, Paul Adams, Geoff Ragsdale, Scott MacMaster, Allan Moeller; Town Manager, Janet Smith and Executive Assistant, Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF MARCH 2, 2016

Selectman Thompson made a motion to approve the minutes, Selectman Poulin seconded, motion passed (4-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Fire Department Ordinance Amendment Review

The Town Manager stated that the amendment included removing the word "should" when it comes to appointments. When there is an opening it will say the manager "shall" use the process consistent with personnel policy.

The Manager is looking to see if the board is ready to have it placed on the town meeting warrant.

Selectman Warner would like to table the motion until Selectman Bodge arrives.

6.2 Update on Myrtle Street Fire Station

The Manager stated that it does appear it could over the \$60,000 we were estimating. We have reviewed all the quotes we have received so far and discussed the need for the heat pump for the meeting room and not going with that quote in order to keep it under the request of \$60,000.

Selectman Poulin stated that he quoted for 16 windows, we originally talked about only doing half so that could change the estimate. Selectman Poulin will sit with the Manager and Chief to go over the bid packets and specs.

Selectman Thompson feels it's a good choice to go to the town as a project instead of wiping out the reserve.

6.3 Update on Lincoln Street Fire Station

The Manager stated she heard back from the Realtor and advised based on the comps that an in-town lot with water/sewer we could put a sale price of \$59,000. It's not tax acquired property so an article would have to go before the town to sell the lot and where we would be putting any proceeds. You could put it up for more. It still could be a business, except for automotive repairs it's a no in that area. Selectman should take a look at both fire stations and see if it's feasible. Selectman Thompson stated in his opinion we don't need it we should get it back on the tax rolls we are paying to heat it.

6.4 Discussion on Office Hours Survey

The Manager asked if the board wants to pick two other options that they would like on the survey.

Selectman Thompson is interested in looking at having some hours on Friday.

The Manager stated a previous survey asked what day of the week are you most likely to do business Monday was the favored day, 98 to 114 and 24 no preference of having the office open five days a week.

In 2010 there was a survey regarding revenue sharing, the board was looking for guidance on most important services, it had a lot of different options, a lot of contradictory information on the survey.

Selectman Bodge stated that the hours are a convenience he thought he was going to see was a savings in heating and electric, was there a savings?

The Manager said it's very busy between 7 and 8a.m. People like getting in on their way to work.

Selectman Laplante wants to see the hours consistent.

Keep item on agenda.

6.5 Update on Town Fuel

Question on use of appropriates to pay for next year and response from legal was that we cannot do that, the town legislative body voted to appropriate for the current year's budget, they haven't decided if they are going to heat the buildings next year. We can lock in this year at the rate. Selectman Thompson can use the money to fill the tanks before the end of the year.

6.6 Approval of the proposed Land Use Ordinance Amendments

Legal reviewed the amendments. On the 3rd page of the packet we changed code enforcement to code officer. The planning board approved the changes. Selectman Warner asked if we put these changes out on the website. The Manager replied no because they haven't gotten selectmen's approval, there would be a public hearing once the board approves them.

Selectman Laplante made a motion to approve the ordinances amendments and to make adjustments if any before final vote, Selectman Thompson seconded, motion passed (5-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Animal Control Officer-Job Description Amendment

The Manager stated we received the resignation effective April 20 from the current ACO. I reviewed the job description on file and it has not been updated since 1997. We updated the position so it reports to the Police Chief not the Town Manager. Under requirements of work we took out domestic and wild animals we added to the work environment; weather, physical requirements and occasionally have to lift or move over 20 lbs. They must submit to criminal background check and be certified within six months of employment. Selectman Thompson asked if the ACO handles skunks or possums. The Manager replied no, IFW does. The County may be offering ACO services. The towns utilizing the service would be the ones paying the fees to the county. We have been talking with neighboring towns with ACO's to see if they are interested in picking up another town.

Selectman Laplante made a motion to accept the changes to the job description, Selectman Thompson seconded, motion passed (5-0).

7.2 Request to release funds from the Fuel Tank Reserve

We do not have an emergency shut off to meet DEP requirements. We do have a reserve for repairs, the money arrived in their through fuel surcharges. I am asking to release up to \$1,100 for us to get the emergency shut off. Selectman Thompson made a motion to release the funds, Selectman Laplante seconded, motion passed (5-0).

8.0 ASSESSOR ITEMS-BUSINESS

8.1 Property Real Estate Abatement Account #89. Abated tax amount \$138.38-Issued tax bill in error for a mobile home that was sold. The assessing office was unaware that the mobile home ownership had transferred.

The mobile home was sold in 2014. It was not in existence for this tax year. We did not receive a copy of the bill of sale in time.

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

8.2 Supplemental Tax Bill Map R05- Lot 021. Supplemental bill amount \$2,200 penalty fee for removing 5 acres from open space.

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

9.0 BOARD OF TRUSTEES BUSINESS

10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

10.1 Public

Matt Roberge stated that during busy times at the library they are parking at the fire department which is a concern in case of an emergency. They are encroaching on the lawn. The Town Manager replied that we need to look into signage and striping.

10.2 Town Manager

The Manager stated that we with left over maintenance money we will be utilizing it this spring with a quarter shim on Carding Machine, Brown Road and Toothaker Road and look at beginning work on the New road if funds are available.

We are also looking at someone to come in and sweep the roads. We are utilizing three people to do street sweeping, and can take up to 60 hours, we are looking at the cost for employees, brooms on machines, the number of miles both ways, it is costing \$158 dollars a mile to clean up in town roads. We have reached out to 3 companies that have equipment they can come in do it much quicker, we are doing a cost analysis.

10.3 Selectmen

The board would like to revisit the town report dedication.

Selectman Warner had a letter from the Grange on what they are doing for community.

10.4 Boards, Departments and Committees

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants

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

12.0 ADJOURNMENT OF SELECTBOARD MEETING AND OPEN BUDGET COMMITTEE/SELECTBOARD WORKSHOP