

MINUTES
MEETING OF THE RICHMOND SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
5:00P.M. SELECTMEN MEETING WEDNESDAY, APRIL 1 2015

1.0 CALL TO ORDER

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

Others: Community & Business Director, Victoria Boundy; Executive Assistant, Laurisa Loon; Town Manager, Janet Smith; Gordon Murray, Frank Faris, Matt Roberge, Melissa Vear, O'Neil Laplante and Virgil Hammonds.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF MARCH 18, 2015

Selectman Cummins made a motion to approve the minutes of March 18, 2015, Selectman Beckwith seconded, motion passed (5-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Update on Safe Route to School Grant

The Manager stated this was placed on the agenda at the request of the board on the Safe Routes to School Project.

Victoria Boundy gave a detail on the project cost:

We have \$22,000 in this year's Downtown TIF budget reserved for the project and would dedicate \$29,660 in next year's Downtown TIF budget to cover our match commitment.

Overall Project Costs:

Construction	\$167,300
Engineering	\$20,000
Right of Way *	\$33,300
Construction/ Bid Administration	\$30,000
Total	\$250,600

Federal Match	\$200,480
Town Match	\$50,120

*** Right/Way Costs:**

Appraisal	\$14,000
Title Search	\$1,500
ROW Mapping	\$6,800
Compensation	\$11,000
Total Costs:	\$33,300

MDOT is modifying the agreement to reflect these revised cost estimates.

Selectman Poulin stated that he checked with a couple of local contractors and could not get an estimate.

Selectman Poulin is concerned that it is a lot of money, not sure if it's going to be too much for the town voters to take in. Selectman Warner stated that the match is coming out of the TIF budget, money has already been set aside for this project. The town's portion would be \$50,120 from the TIF. Selectman Warner asked if there were any plans for lighting the walkway to the school. Victoria Boundy responded that it was discussed but there is nothing allotted in the budget. Selectman Warner is concerned with vandalism on the trail and maybe it is something we need to look at. The Town Manager stated that if we added it lighting it would be part of the town cost. Selectman Cummins added that it could be motion sensor lighting similar to what is at Lane Field. Selectman Poulin added that the lighting at Lane Field is a commercial solar light purchased for around \$600 to \$700. Selectman Warner asked if there is money in the TIF to use for lighting. Selectman Thompson asked if anyone has looked at the construction cost going up. Victoria Boundy responded that the engineers, Wright-Pierce looked at the cost and they thought this was a good estimate. The Town Manager stated they are estimating \$125/ton. These estimates are on the higher end hoping it comes in lower.

Selectman Beckwith made a motion to proceed with the Safe Routes to School Project by accepting the grant, Selectman Cummins seconded, motion passed (5-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

Moving 7.5 out of order

7.5 Discussion on Loan Board Membership

The Town Manager stated she received an email from the Chair of the Loan Board on the possibility of requiring credit checks to be done for individuals being placed on the board. I put this request out on the Managers List Serve to see how many other towns have this requirement, none have come back with a response. The Manager added that the board should look at criteria for that individual to be placed on the board such as experience with business, banking and legal. I did have Victoria check with the Midcoast Council to see if they had credit checks on their appointees and they do not. Selectman Warner asked if we have the criteria in our By-Laws for the board. Victoria replied that she does not believe it is spelled out but will check. Selectman Cummins suggested that we should look at what other towns do. The Town Manager asked what would be the criteria you would be looking for, the members of the committee aren't the ones seeking the loan, what would you consider poor or bad credit to make that appointment. Also who is privy to that information, it's one thing if your being employed and the job your seeking has access to funds, no one on the board handles cash, it's a volunteer committee, if you are working in a bank they do the credit check when you apply, not sure if the board wants to go down that road without first

reviewing the criteria of what the make-up might be. Selectman Beckwith stated that with all the vacancies we have it would be good to have some criteria, I don't know if I would want to jump into credit checks they are not handling money.

7.1 Fire Department request to release funds from the repair and maintenance reserve.

The Town Manager stated there is an issue at the fire station on Myrtle Street. The door fetched up on one of the trucks causing damage to the door. The Chief had some estimates done, some corrections have been made to the door already. Matt Roberge stated that we had a fire call the other night. The remotes for our doors were broke, so the driver did not have control over the door and it came down to soon, the door landed on the handles on top of the truck. It bowed the door a bit, we manually got it to close. Selectman Cummins asked if there was damage to the truck. Matt Roberge replied there was no damage to the truck. The bottom panel bowed and has marks. We would like to replace it. It also popped off some flashing across the top of the door which exposed water damage. The estimate stated that the damage went into the fascia board and into the header. The J channel was installed improperly pushing water into the building. An estimate from PDQ is \$500 per side. We do not believe it should be more than that, we are looking a \$1,035 to take care of the bottom section of the door, receivers, labor and remotes. The estimate for the structure repair is around \$1,200. We are looking for a total of \$2,300. The building reserve fund was created in June of 2007 it was set up specifically for emergency maintenance and repair with selectmen authorization, there is currently \$8,946.94 in that account. This account is supposed to be receiving 10% of any yearend surplus from operating accounts. Selectman Cummins added that with our tight budgets there is not much surplus. The Manager continued that this is not to be confused with the Town Property Reserve fund, there is approximately \$37,488 in this account. This account was established in 2004 those moneys can only be expended through a town meeting vote, it was last used in 2010 for the compactor pad at the holding area. The Manager continued that our insurance has a \$1000 deductible it's not very advantageous of us. Selectman Thompson asked if the estimate includes ice and water shield and the jay channel being installed properly. If not he would like to see ice and water shield behind the flashing. Selectman Warner would like to see additional estimates. Selectman Cummins asked if we need a motion for up to or an exact amount. Selectman Warner added up to a certain amount and then look to have someone give us another estimate and go from there.

Selectman Thompson made a motion to allow the Fire Department to seek estimates and repair the Fire Station for an amount not to exceed \$3,000 and hope to stay within the \$2,300, estimate using the emergency building repair reserve, Selectman Cummins seconded, motion passed (5-0).

7.2 Discussion on a town meeting article for the utilization of the town property improvement fund. (Myrtle Street Fire Station)

The Town Manager stated this item can be removed from the agenda based on the decision made under 7.1 this item is no longer needed.

Selectman Thompson added that he would personally like to see the pros and cons on keeping the Lincoln Street station. Curious to see why we are maintaining it even at a minimum all we use it for is storage.

7.3 Approval of Richmond Recreation Adult Basketball.

The Richmond Recreation committees is looking for approval to host an adult basketball league at the high school from 5-7p.m., under the age of 18 is allowed to use the side baskets but not allowed to participate with the adults, entrance would be through the rear back door, along with a donation box available. We have been in touch with the RSU #2. Shane Hutchings and Ryan Shea will be the contacts for this activity. In order for our insurance to cover the program it needs to be authorized through the board. Selectman Warner asked if participants will be signing a waiver. The Manager stated she would check with our insurance company.

Selectman Thompson made a motion to approve the recreation committee adult basketball league and have the players participating sign a waiver, Selectman Beckwith seconded, motion passed (5-0).

7.4 Discussion on 2014 Town Report dedication-tabled.

7.5 See Above previously discussed out of order.

7.6 Update on 2015 amendments to the Land Use Ordinance for inclusion in annual town meeting warrant.

Code Enforcement Officer, James Valley stated the planning board held a workshop last night on the final revisions on the manufactured housing in the Land Use Ordinance. The current ordinance stated that mobile homes 15 years or newer were the only ones allowed in Richmond this rule is against State Statute. 1976 or newer mobile homes are allowed as long as electrical and plumbing are up to code and meet 16 performance standards on top of the state rules. These standards include having a pitched roof, approved siding such as vinyl or wood, metal or shingle roof, skirting, covered metal or T11, the oil tank screened, a permanent foundation or engineered certified gravel pad. We cannot forbid modular homes in the village district, the definitions of manufactured housing, mobile and modular homes are the state definitions and now refers to the States requirements. As for electrical a state certified electrician will need to bring the Codes Office the paperwork. Selectman Thompson stated that the ordinance reads a dwelling unit shall not include recreation vehicles. James Valley responded that you cannot live in a recreation vehicle for longer than 3 months, they would need to supply the town with proof of sanitary waste product disposal. The public hearing is scheduled for April 13, 2015.

8.0 ASSESSOR ITEMS-BUSINESS

9.0 BOARD OF TRUSTEES BUSINESS

10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

10.1 Public

Virgil Hammonds, RSU #2 Superintendent stated he was here in conjunction with the Safe Routes to School project as well as a budget update. Tomorrow is the approval of the initial draft budget. We will take all of April to get feedback then make adjustments in May. The budget right now is at a 3% increase. Savings has come with the bond projects from the energy savings also the oil prices helped us out. In addition to reductions, some positions are not being filled, our step increase is \$100,000 under what we thought they were going to be. Increase to benefits will be 5%. The other piece in the air is the Mainpers credit this goes back before the RSU board. Essentially we pay about \$30,000 for 8 employees, we have a \$444,000 credit. The state said they would return the check to the RSU. The debate goes on with the board, do we use it all this year to alleviate the budget or part this year and part next year. Selectman Warner asked where is the RSU with the bond projects. Virgil responded they are reviewing the final engineering specs so they can go out to bid. Two boiler projects one in Monmouth and one in Richmond to be finished this summer. Selectman Warner asked if there is an update on savings from Augusta & Gardiner. Virgil responded that he does not know what they saved but will ask that question. Selectman Warner asked if there is a change in the direction of our sports program. Virgil replied that it is an MPA vote. All but one of our schools voted against it. One voted for it because the request allows restructuring of conferences. There is no benefit to other schools, they lose heal points? It's a done deal only for basketball.

Steve Musica stated he has been in the Hathorn Building a few times. Most recently yesterday, with an architect and developers. There are some people interested in the building. I hope the board holds off on demolishing the building until a few proposals or evaluations come before you. The Town Manager stated that the town is looking at the dangerous building aspect, we contacted the town attorney. We are still doing the Brownfield assessment, Phase 2. This will take 4 to 6 weeks. Our attorney has given the outline on procedures under Maine State Statute as soon as we receive the engineers report the codes officer would come to the board to schedule a public hearing on the dangerous building, in the meantime the Economic Director is still networking looking for prospective buyers.

Steve Musica stated he would like to know the total cost of the police budget they are in the insurance line, benefits and debt service. Selectman Cummins added what would be the cost without a police department, how much would the crime rate go up, how much would the County budget go up. The Town Manager suggested that Mr. Musica come into the office and we can review the entire budget and answer any questions he might have.

10.2 Town Manager

The Manager stated she sent an email to the board from Fred Browne asking if the select board thought it would be advantageous to disband the budget committee.

O'Neil Laplante responded that Fred is expressing his own opinion. This does not reflect the other committee member's views. This year's budget experience was an excellent one. The budget committee provides checks and balances. The select board consensus was that he can get a petition if that is what he desires.

Nomination papers are available and must be returned by April 27.

LD337 is going before the legislature. Once a tax bill has been paid that has a lien the town must discharge within 60 days. Not a big deal in the scheme of things, as soon as someone pays off the lien, it goes on the payable warrant and is then sent to the registry. There are three parts to the bill, a 60 day discharge if not filed the tax payer can sue the town for damages. The problem being human error, the third piece requires we notify in writing all parties that we initially notified that we have discharged the lien. This bill does not state how the notice must be given. I sent an email to Representative Hobart asking him to please vote this down.

The New Mills Dam Committee is sending meeting minutes we will have a spot on the town's website for the committee.

10.3 Selectmen

Selectman Thompson spoke with Jane from the Town of Pittston they put money in the budget for their share of using our holding area. I am meeting with them next Wednesday at the town office at 10a.m. to go over how we move forward.

Selectman Poulin added that he supports our police department.

Selectman Cummins stated he hasn't seen the Richmond Police Department activity in the Kennebec journal.

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants.

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

12.0 ADJOURNMENT

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