

**MINUTES**  
**MEETING OF THE RICHMOND BOARD OF SELECTBOARD**  
**TOWN OFFICE CONFERENCE ROOM**  
**SELECTMEN MEETING WEDNESDAY, JUNE 11, 2014**

**1.0 CALL TO ORDER**

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

Others present: Community & Business Director, Victoria Boundy; Chief Scott MacMaster, Matt Roberge, Paul Adams, O'Neil Laplante, Steve Musica; Town Manger, Marian Anderson and Executive Assistant, Laurisa Loon.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF MAY 28, 2014**

Selectman Beckwith made a motion to approve the minutes, Selectman Poulin seconded, motion passed (4-0-1). Selectman Thompson abstained from voting.

**4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

David Thompson and Rose Beckwith took their oath and were sworn in as Selectmen, Assessor and Overseer of the Poor.

Selectman Thompson made a motion to nominate Selectman Warner as Chairman of the Selectboard, Selectman Poulin seconded, motion passed (4-0-1). Selectman Warner abstained from vote.

Selectman Beckwith made a motion to nominate Selectman Cummins for Vice Chairman, Selectman Poulin seconded, motion passed (4-0-1). Selectman Cummins abstained from vote.

**5.0 PUBLIC HEARINGS, PRESENTATION**

**6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS**

**6.1 Isaac F. Umberhine Library Update**

The Town Manager stated that the paving was completed today at the library. The cost of paving was \$3,600. To date we have received private donations in the amount of \$1,000 specifically for paving. The shelving arrives tomorrow around 9a.m., they will be putting down plywood over the new paving and parking on Myrtle Street. Selectman Warner asked if they are also doing the installation. The Town Manager replied yes it will take about two days. The Trustees are planning on closing at the end of business on Saturday to begin the process of packing up and moving. The boxes will be gone from the town office they have already taken some of them. They are looking for volunteers

for two hour increments. You can contact Donna or Jan if you are interested in helping. Selectman Thompson asked what time on Saturday? The Manager replied that the library would be closing at noon. Selectman Warner asked if they are getting donations of pick-up trucks or trailers. The Manager replied that volunteers are bringing their vehicles and you could check with Jan to see what they need.

Selectman Poulin stated that the circulation desk is still a work in progress its due to be done by the middle of next week. He also has a couple of guys doing vinyl at the transfer station on the new universal waste building.

Selectman Thompson asked when the official opening date is of the new library. The Manager stated they do not have one at this point but are hoping to have a soft opening in a couple of weeks with a grand opening around Richmond Days.

Selectman Poulin stated he would need one day at the library with nobody in the building when installing the circulation desk. There will be fumes from contact cement.

## **6.2 Household Hazardous Waste Day June 21, 2014-Update**

The Manager stated she is looking for direction from the board to see if they would like to abandon the Household Hazardous Waste Day scheduled for June 21. We have only had 15 people take out tickets. The cost is the same no matter than how many people attend. We have advertised in the newsletter, on Facebook, our website and announced it at town meeting. Selectman Cummins asked if people are waiting to the day of. The Manager stated that the newsletter was clear that you had to pre-register. Selectman Beckwith asked if we abandon this should we offer the free day at the holding area. Selectman Warner asked if any other town is having one. The Manager replied that Bath already had one, I don't know of any others at this time.

Selectman Beckwith made a motion to abandon the Household Hazardous Waste Day for June 21, 2014, Selectman Thompson seconded motion passed (5-0). Selectman Thompson asked if the money had already been appropriated. The Manager replied that we were using the Cable TV funds.

Selectman Warner asked if the board wanted to entertain a day at the holding area and what did it cost last time. The Manager stated that we will get those numbers. This issue was tabled until the next meeting.

## **6.3 Town of Pittston Request-Update**

The Manager met with Bill Butler from DEP and received the numbers from Hatch Hill. They were numbers from 2012 numbers. 2013 numbers were not available. It looked like it would be 14% increase to our holding area. Allan and I will take the opportunity to meet with the Town of Pittston to let them know it would require additional staff for us. They would have to pay for 7% which would be around \$7,000 up front. We can

consider it a pilot project from summer to fall. DEP will be coming 4-5 Saturdays to review the facility. Selectman Cummins asked if it would be prorated 3 months. The Manager stated we would ask for the \$7,000 up front. We won't be able to estimate what we are going to take in we don't want to incur any cost. Selectman Thompson asked if they would purchase a sticker. The Manager replied yes and pay the same fees. Nothing has been decided this will come back to you to review with an agreement and make a final decision. Selectman Warner asked does Allan believe we need extra help. The Manager replied that it is the recommendation of DEP that we need another person there for the hours the dump is open. Selectman Warner asked what if we limit the number of people in the holding area at a time. The Manager stated that there would be an increase in activity we want to make sure things are separated properly, we could have a bin for Pittston there are record keeping requirements for DEP to measure everything that comes in. Selectman Thompson asked if DEP feels we are understaffed. The Manager replied only if we take on the additional town. We don't have a crew of 3 all the time on Wednesday we only have two.

#### **6.4 CDBG Loan Update**

The Manager stated that Peter White has 2 CDBG Loans with the Town of Richmond and we have a lien on them.

We are the subordinate for 2 loans. Selectman Thompson stated that based on these numbers why do we have to go to a second place position. Selectman Thompson feels the board needs more information and a discussion with Mr. White. Selectman Cummins also feels the board does not have enough information to go forward with this request.

Selectman Warner asked that the Manager reach out to Peter White to come to the next board meeting and we can discuss this issue in Executive Session.

### **7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS**

#### **7.1 Shore and Harbor Planning Grant: Waterfront extension path-Update**

Community & Business Director, Victoria Boundy stated that we are interested in applying to the Coastal Program on extending our existing paved path on the waterfront northward toward the State Landing. We would need to attain an easement over RUD property to the State boat landing. This is a recommendation based on our waterfront plan and downtown plan, we are working out the final numbers and think the total cost would be around \$10,000 for planning purposes only. We would be applying for \$7,500 in grant funds. We have budgeted in the TIF \$2,500. We were given a quote of design and specifications of \$5,000 and \$5,000 to clarify the property lines between the three pieces of real estate. Selectman Warner asked if we have discussed this with the RUD. Victoria Boundy replied yes, they are supportive of the idea and will be supplying a

letter of support for the grant. The State is applying for funds to pave their parking area. Selectman Cummins asked if you are looking for money to be raised. Victoria Boundy stated the money is in the TIF. The intention would be to apply next year for construction but that always requires a local match, currently 25%. It would be 300 feet of linear sidewalk, safer and ADA accessible. Selectman Warner asked if the State is exploring paving their lot would we want them to contribute toward the paving. Victoria Boundy stated that's why we want to clarify the boundaries but the decline to State property is Town property. Victoria Boundy stated that it's her job to find out about grant opportunities and bring these to your attention and follow up on recommendations from our planning documents. It is clear in the downtown plan with a very specific recommendation along with support from the waterfront plan which supports tourism and access. Selectman Thompson added that it would be cheaper to build the walkway rather than spend money on planning a walkway. Victoria Boundy stated the estimate to clarify property lines and easement is conservative and more than likely will be less. Selectman Warner would like to share the cost with State he assumes they would want to know the boundary. Selectman Cummins is concerned with the mood at Town Meeting to tell people we want x number of dollars to pay for a small amount of paving. We could get the design and boundary planning done and stop and wait a few years before construction. Victoria Boundy stated that there is nothing forcing us on immediate implementation. Selectman Thompson asked how much money is left in the fund. Victoria Boundy stated that we had money set aside for the downtown grant since we were not successful in obtaining that grant we have money in the TIF that can be used for this planning grant.

Selectman Cummins made a motion to move forward for the planning, design and property boundary planning grant through the Coastal Program with the local match of \$2,500 to be paid for using TIF funds, Selectman Thompson seconded, motion passed (5-0).

## **7.2 RYRA Request the presence of an officer on June 19-22 and possibly for the 23 for the Cal Ripkin Baseball District Tournaments.**

Chief Scott MacMaster stated he received an email from Ryan Shea asking for an officer to be present on those dates. He has an officer working road that can stop in on occasion. I did return the email asking for clarification to see what he was looking at. He asked for a dedicated officer. I responded back that I didn't have money in my budget. If RYRA was interested in paying for an officer he could arrange for some coverage. I did not hear back from him. My part time budget is over drawn we are using the overtime budget to cover the part time budget. We can accommodate by sending the on duty road officer to visit. Selectman Warner asked if we would have an officer on duty. Chief MacMaster replied yes we do. It would be similar to when we have troubles at the holding area. Matt Roberge stated that he got a hold of Ryan Shea via text and decided he liked the road officer idea. Selectman Cummins asked if something changed between

last year and this year that he thought he needed more coverage. Chief MacMaster stated he believes it is the parents bickering, when we would leave it would start up again, he thought if we were there it would not happen. Matt Roberge added that it's a different crowd this year hopefully it will be a different mindset. Selectman Thompson feels the rules and guidelines need to be enforced by the coaches.

#### **7.2.1 Payment of Umpires with cash.**

The Manager asked Matt Roberge if this is still a valid request. Selectman Thompson stated if there is no paper trail it does not pass the straight face test. Matt Roberge stated that in the past they expect to get paid at the tournament, we don't know who the umpires are before the tournament. Selectman Warner asked how was it managed last year. Matt Roberge replied he did not know this year RYRA is hosting the event. Selectman Cummins asked if you have a figure of what it's going to cost if so, why can't you make a warrant for the amount and right them out a check on the spot. The Manager stated she checked with Wiscasset Recreation and they have never paid umpires with cash. Selectman Warner asked if someone could pay and then be reimbursed. Matt Roberge stated yes but he didn't know who has that amount of money on hand. Selectman Thompson stated if you know you are going to have 12 umpires at \$40/person, someone could right an invoice, and we could send the check to them. Selectman Cummins asked what is the difference between submitting an invoice or asking for \$900 cash ahead of time. The Town Manager thought that Cal Ripkin had their own checking account. RYRA is hosting the event not Cal Ripkin. The Town Manager asked Matt Roberge to provide some contacts to try to make this work. Selectman Warner stated he is willing to authorize the Manager to do what she needs to do and secure a paper trail.

#### **7.3 Replacement of (3) "No Wake" buoys in the waterfront harbor.**

The Manager stated that the Harbormaster called and said the no wake buoys are in disrepair. He said we need to buy new ones. Resident Paul Adams stated there is one in front of the Millbrook Village area, another by Nash Marina and one in the middle of the harbor. The money would come from the harbormaster budget line they can be purchased at Hamilton Marine he hadn't priced them out but it wasn't a huge cost. Selectman Cummins asked if there was money in the budget. Selectman Cummins made a motion to authorize the harbormaster to replace the 3 buoys, Selectman Beckwith seconded, motion passed (5-0).

#### **7.4 Town Meeting Wrap-up**

Selectman Warner thought this year the moderator did a better job handling town meeting. Selectman Warner added that he was sorry that some things turned personal between anybody and everybody. Selectman Cummins stated people complained they

didn't have information in a timely fashion. Selectman Beckwith suggested to start the budget process earlier. The Manager added that would be helpful the calendar got away from everyone. Selectman Warner stated that he was not sure why Alice Knapp wanted the trial balance sheets. The Manager stated that she looked back through notes from past town meetings and we tried to provide what people asked for. Selectman Cummins added that the information in the town report is excellent but is there more we could be including. There are first timers or residents that haven't been in a while maybe if we hold up the report and explain that it is the warrant and there is additional budget explanation information in the back of the town report. The Manager replied a tutorial before town meeting and maybe also a public hearing prior to town meeting. O'Neil Laplante stated that from a budget committee perspective for new people there was a learning curve. The Manager suggested to sit down and explain, the format, how it will be presented, explain the accounts, plan ahead, encourage planning within departments so everyone is on the same page. The Department Heads had appointments to meet with the budget committee and Selectboard. Down the road there were addition questions and the department heads weren't present. We should have the Department Heads present at all budget meetings. We can make it more positive if we are present at all the meetings. Selectman Warner stated that next year when we have specific questions we will table them until we get the Department Head there to answer. Chief MacMaster stated that the Manager actually starts the budget process in October she sits down with the Department Heads and asks that we start working on our proposed budgets. She had given clear direction on where she wanted us to go with the budget, it was frustrating finding out there were questions about the police department after we had already met with them, a more open line of communication on where and when we need to be present would be helpful.

The representation from the budget committee commenting on benefits and benefit packages would have been better if that member stated her opinion has a taxpayer and not the view of the entire budget committee. Chief MacMaster felt the budget committee member made it personal. O'Neil LaPlante added that we assume when someone presents a budget that it's what they need so when someone talks about widdling it down, the board sees it as, "do you" or "don't you" need it. You can't control heat and gas so the only thing left is salaries and benefits.

Selectman Cummins was concerned that the Senior Center's mission has changed, we need a better hand on what's happening down there. The Director is dedicated, but do we need or should we be doing everything that's being done. O'Neil LaPlante asked what the hours are and where is the job description. We need to keep more uniformity in the way we do things. Selectman Cummins would like a dedicated meeting to discuss the Senior operations further. The Manager stated they need to develop a mission, vision and goals and meet with you.

The Manager added that when she went to the department heads she stated no increase, the department heads were irritated with the Manager. Selectman Cummins was surprised there was no discussion on the capital budget it was a difficult town meeting, do other towns vote on their town budget by referendum, do we want to go that way someday or do we want to stay with town meeting format. Selectman Beckwith suggested that we ask the question again, people have come to me and stated they don't want to listen to people argue so they don't attend. The Manager stated the school budget is done by referendum. O'Neil Laplante stated it's a possibility we could have a public hearing on the amount that would go forward on the referendum vote.

Steve Musica stated that the grandstanding got carried away, it was tough for the moderator to control, when it gets personal it should be controlled immediately, I heard people say it was the worst town meeting.

Paul Adams stated that town meeting is a Budget Committee and Selectboard recommendation. It's the taxpayer that can cut or increase what your recommendations are you can't cut or add to the school budget. Selectman Cummins replied that you are saying if we went to a referendum vote tax payers wouldn't have a say, you would not get a good turn-out. Paul Adams continued that the former moderator Cliff Goodall would tell the people you are voting on the article you can't go in to the article and take the money from one specific line item. You can only cut the bottom line figure. Selectman Thompson stated that we have the responsibility to the people to abide by that vote. Selectman Warner stated that we have spoken with town council in reference to this particular town meeting. The Manager added that we sent the warrant article and motion to MMA legal counsel, the answer received back was that because the motion was specific that the payroll account is the only place that \$30,000 can come from. It was \$30,000 or an employee whichever is greater. Selectman Cummins asked to avoid this in the future do we need clarification on what they are voting.

## 7.5 Election Results

**U.S. Senate:** Susan M. Collins-183; Erick Bennet-5; **Maine House District 55:** Dean Owen Beckwith-45; Brian D. Hobart-140; **RSU 2 School Budget Validation:** Yes-309; No-235; **Board of Selectmen:** Paul Adams-159, Rose Beckwith-198, Frederic Browne-117, Michail Grizkewitsch-71, O'Neil LaPlante-149, Ryan Shea-134, David Thompson-169; **Budget Committee:** Write-ins-75; **RSU 2 Member:** Write-Ins-107

## 7.6 Schedule Fire Chiefs Performance Evaluation

The consensus of the board was to schedule the evaluation at their next meeting at 5:00p.m.

## **7.7 Lane Field Request for July 26 and 27-Baseball Tournament**

Chief MacMaster stated there were no problems last year and he has spoken with Tim Seigars. O'Neil LaPlante a nearby resident is in favor of the tournament. Selectman Thompson made a motion to allow the use of Lane Field for a tournament on July 26 and July 27, Selectman Beckwith seconded, motion passed (5-0).

### **7.7.1 Houdlette Field Request for June 30-July 3, 2014-Pro Baseball Experience.**

Dale Plummer requested to use Houdlette Field there were no scheduling issues with RYRA. He paid the \$200 fee to use the field, last year we waived the fee so it would include a scholarship to participate. Selectman Thompson made a motion to allow the use of Houdlette Field for the Pro-Baseball Experience June 30-July 3 and to allow the fee to go towards scholarships to participate, Selectman Cummins seconded, motion passed, (4-0-1) Selectman Beckwith abstained.

## **8.0 ASSESSOR ITEMS-BUSINESS**

### **8.1 Homestead Declaration Reimbursement Application**

## **9.0 MISCELLANEOUS BUSINESS –ORAL & WRITTEN COMMUNICATIONS**

### **9.1 Public**

Matt Roberge stated that Jeff Severance finished the work on the forestry truck today, we just need to load equipment we don't think it went over \$1,200. Selectman Warner asked the status of Engine 2. Matt Roberge is looking at the departments schedule we have training in July so we are going to shoot for the beginning of August, I have already asked them to start updating their quotes. The Manager added that Jeff Severance donated his labor on the forestry truck.

O'Neil LaPlante stated in regards to 6.3 that the Town of Pittston is not in a leveraging position. If we add an extra person we start doing reports, it can become a problem, we need to really take our time and be careful on how we set this up. I am not against it, I just want to make sure it's clear and it don't come back to haunt us. Selectman Warner added that if they do come it should not cost us a dime. The Manager added that we should not just break even either, we are not a charity.

Steve Musica asked if the board is going to consider expanding the meeting room. Is there a reserve fund for that purpose? Selectman Thompson responded the building reserve was set up in 2009 and a town meeting vote is the only way to approve funds

from that reserve. Selectman Cummins added that we tried two years ago at town meeting and it was voted down. The Manager added that we have no plan at this time to enlarge the room. Steve Musica asked what is the amount in the reserve fund. The Manager responded one has approximately \$37,000 and the other around \$20,000. The Fire Department has some issues with their building that they may need to access those funds. Steve Musica would like the board to consider it. Steve Musica also added that the town is at a disadvantage, the debt service the town has acquired over the years is very high for a town this size it's more than Gardiner's debt service. Selectman Cummins replied that we have not added to that in the last couple of years. Steve Musica added that it showed \$265,000 will be paid off in October. Selectman Cummins stated that we have tried to establish reserve funds and we are aware of the debt and we have not added to it. Steve Musica stated that the only department that is not needed is the police department. The Sherriff payroll is a third of the County Budget. Selectman Cummins understands that it is \$84,000 for the Sheriff. Steve Musica stated that he was surprised of the talk of cutting other positions but adding on another officer. There was a lot of grand standing to cut a position with no opposition to the police department. Chief MacMaster added that Richmond gets people from other communities committing crimes here, our population is around 3,300 but transient people of 1,500 to 2,000 are in and out of our community.

## **9.2 Town Manager**

The animal control report update is in the Box.

The Manager will be out of office tomorrow afternoon.

## **9.3 Selectmen**

Selectman Thompson would like copies of the reserve accounts, when they were established along with the minutes from town meeting when approved. The Manager replied that all the reserve sheets include the town meeting date and warrant article are right on the sheet and we will get copies to you by the next meeting.

Selectmen Thompson asked if the results from the survey are tallied. Also are we still mowing? The Manager replied yes annually.

Selectman Cummins asked when new board members usually start their term. Every other election or system there is a certain date, why is the Selectboard immediately after the election.

Selectman Warner offered congratulations to Rose Beckwith and Dave Thompson on their election to the Selectboard.

We had a meeting with the book discussion group. 14 people attended, along with a facilitator. Residents attended from Richmond, Dresden and Bowdoinham.

Selectman Warner would also like to review the trust funds. The Manager stated that she would contact the attorney to come and give an overview and allow the board to ask questions. The Manager will get several dates from the attorney and email back the board.

Selectman Warner also asked what exactly is RYRA, is it quasi-municipal, is it municipal department, where are we going with that. He would like it on the agenda in future meeting.

Selectman Warner would also like to pin down the Senior Group roles and responsibilities.

At town meeting someone expressed volunteering to do the cleaning. The Manager responded that she sent the question off to MMA, they are looking into if the person needs training, is insurable, bondable, etc..

## **10.0 WARRANT**

### **10.1 Request for action regarding all disbursement warrants**

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

## **11.0 EXECUTIVE SESSION 1 M.R.S.A. 405 (6)(A)-Personnel Matters**

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

No action taken.

Selectman Cummins made a motion to come out of Executive Session and adjourn, Selectman Beckwith seconded, motion passed (5-0).