

AGENDA
5:00P.M. MEETING OF THE RICHMOND SELECTBOARD
TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, JUNE 22, 2016

1.0 CALL TO ORDER

David Thompson, O'Neil Laplante, Gary Poulin, Robert Bodge and Ryan Chandler. Others present: Town Manager, Janet Smith and Executive Assistant, Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JUNE 8, 2016

Selectman Bodge made a motion to approve the minutes, Selectman Laplante seconded, motion passed (4-1-0) Selectman Chandler abstained from vote.

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Nomination of Chairman and Vice Chairman

Selectman Poulin nominated O'Neil Laplante for Chairman, Selectman Chandler seconded, motion passed (4-1-0), Selectman Laplante abstained from vote.

Selectman Laplante made a motion to nominate Selectman Thompson as Vice Chairman, Selectman Poulin seconded, motion passed (4-1-0), Selectman Thompson abstained from vote.

4.2 Resignation of Rita Marquis from the Richmond Police Department

The Town Manager stated that we are putting an ad together to seek an officer. The Cop Fast grant requires us to fill the fifth position.

Selectman Thompson made a motion to accept the resignation with regret, Selectman Poulin seconded, motion passed (5-0).

4.3 Resignation of Ryan Chandler from the Budget Committee

Selectman Thompson made a motion to accept Ryan Chandler's resignation from the Budget Committee and welcomed him as a new member of the Board of Selectmen, Selectman Poulin seconded, motion passed (4-1-0) Selectman Chandler abstained from vote.

4.4 Approval of Town Manager Annual appointments

Selectman Thompson made a motion to approve the Town Manager annual appointments, Selectman Poulin seconded, motion passed (5-0).

4.5 Appointment of Carol Lichtenburg to the Appeals Board for 3 year term

4.6 Appointment of Sharon Chesley as a Library Board Trustee for 3 year term.

4.7 Appointment of O'Neil Laplante to the CDBG Loan Fund for 3 year term.

- 4.8 Appointment of Tammy Pender to the CDBG Loan Fund for 3 year term.**
- 4.9 Appointment of Peter Warner to the CDBG Loan Fund for 3 year ter.**
- 4.10 Appointment of Jack L. Daniel to the New Mills Dam Committee for 3 year term.**
- 4.11 Appoinment of William F. Brooks, Jr. to the New Mills Dam Committee for 3 year term.**
- 4.12 Appointment of Janet L. Smith as Richmond Treasurer, Town Manager, Tax Collector, Road Commissioner and General Assistance Administrator.**

Selectman Thompson made a motion to take 4.5 through 4.12 in one vote and approve all appointments, Selectman Poulin seconded, motion passed (5-0).

5.0 PUBLIC HEARINGS, PRESENTATION-None

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS-None

6.1 Cable Franchise Agreement Renewal

The Town Manager stated she gave Time Warner a list of roads to be surveyed for connections which referenced the Beedle Road, River Road, Weeks Road, outer Lincoln Street, Stable Road, Brown Road and Parks Road. It has been several years since they have looked at our growth. So we are waiting for data back from that survey. The Town Manager stated that the board also needs to talk about the franchise fees and what to do with them in the future, they currently are sitting in an account which is not set up as reserve account, this needs to go to town meeting. We can't spend it because it has never been appropriated. The Town Manager stated it had the appearance of a reserve account, in doing some research it's not a reserve, it's a general ledger account. Some towns use it to offset the tax commitment. The franchise fees will go from around \$16,000 to \$23,000 a year.

6.2 Senior Center Hours Continued Discussion

The Senior Center provided a letter to the Board of Selectmen thanking for the support of the center and stating that they want to be opened four days a week versus five. The letter was signed by a majority of the senior center users.

The center hours will be from 10-3p.m., Monday through Thursday. After sitting down with the director we appropriated \$2,691 in payroll, \$200 towards electricity, \$500 towards heat, \$209 in office supplies. This is based on 22 hours a week. These hours begin July 1st. The Directors rate of pay is \$10.35/hour. Selectman Bodge was concerned with having a town employee present while the center was opened.

Selectman Thompson made a motion to accept the proposed budget as \$2,691 in payroll, \$200 towards electricity, \$500 towards heat, \$209 in office supplies, Selectman Poulin seconded, motion passed (5-0).

6.3 Town Office Hours Survey Discussion

Selectman Bodge stated that more people utilize the office than the 300 that voted at elections. If we had all kinds of different complaints we would be getting them. I don't hear them. I don't think we have enough complaints to spend the money to do a total town survey on office hours. Selectman Laplante added that if people get upset people should let us know. Selectman Thompson would like to get the survey results out to constituents, we can table and continue discussion at the second selectmen meeting of the month.

Selectman Chandler would like to discuss the 8 hour holiday pay. Employees get paid for 8 hours holiday pay and they must use earned vacation time to make up the 10 hour office day. The Manager replied that this is dictated in the employee's union contract, it says they would be paid for an 8 hour holiday, this could be discussed at union negotiations. The Manager stated that she is in favor of Monday through Friday, 10 hour day schedule, she has been here two years and hasn't had anyone complain about the hours. Selectman Thompson suggested that the election in November will be a bigger turnout maybe we could redo the survey with three choices. Selectman Bodge suggested doing a "rate our services" type of survey through the town office.

6.4 Selectman action on the Pine Tree Waste Contract

The Manager stated that she did not receive any feedback from the companies she reached out too. She is seeking approval from the board to enter into contract with Pinetree Waste for our recycling.

Selectman Thompson made a motion to approve the contract, Selectman Poulin seconded, motion passed (4-1-0), Selectman Chandler abstained from vote.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Lincoln County Animal Shelter Annual Contract

Selectman Thompson made a motion to approve the Lincoln County Animal Shelter Contract, Selectman Bodge seconded, motion passed (5-0).

7.2 Certification of Maine Local Roads Assistance Program

Selectman Thompson made a motion to certify the Maine Local Roads Assistance Program, Selectman Poulin seconded, motion passed (5-0).

8.0 ASSESSOR ITEMS-BUSINESS-None

9.0 BOARD OF TRUSTEES BUSINESS-None

10.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

10.1 Pubic-None

10.2 Town Manager

Janet Sweem provided a thank you letter to the board. The New Mills Dam meeting minutes are provided. Also provided is a thank you card to the police department for their assistance in a matter.

We have finished the shimming projects for 15/16.

The Summer recreation program will be taking swim lessons in the pool one day a week at the Wiscasset Recreation Center. They are charging us \$30 per child, not all children participate, we won't have as much travel expenses, it will be one bus trip per week.

10.3 Selectmen

Selectman Thompson stated that he would like to submit Janet for the Maine Town and City Manager Award.

Selectman Laplante thanked the board for the vote has Chairman.

Selectman Thompson would like to see a proclamation for Peter Warner's tenure on the board.

Selectman Laplante stated that the board has suggested changing the meeting night. He questioned if Thursday nights at 6:30p.m., would work. The Town Manager suggested Tuesday nights due to Thursday's being payroll. Selectman Thompson has a conflict with that night. Selectman Thompson stated that Wednesdays at 6:30p.m. would work best.

10.4 Boards, Departments and Committees

11.0 WARRANT

11.1 Request for action regarding all disbursement warrants

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

12.0 ADJOURNMENT

Selectman Thompson made a motion to adjourn at 6:10p.m., Selectman Poulin seconded, motion passed (5-0).