

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M. SELECTMEN MEETING WEDNESDAY, JUNE 25, 2014

1.0 CALL TO ORDER

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

Others: Bill Terry, O'Neil LaPlante, James Valley, Matt Roberge, Chief Scott MacMaster, Ryan Shea, Gabe Gould; Town Manager, Marian Anderson and Executive Assistant, Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JUNE 11, 2014

Selectman Cummins made a motion to approve the minutes of June 11, 2014, Selectman Beckwith seconded, motion passed, and (5-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Fire Department Appointments

Fire Chief Matt Roberge stated that the department voted to elect Matt Roberge as Chief, Ian Alexander as Assistant Chief and Michael Averell as Deputy Chief for 2 year terms.

Selectman Beckwith made a motion to approve the appointments, Selectman Poulin seconded, discussion; Selectman Thompson asked if all these officers are trained to do the administrative paperwork. Is there a reason they are not doing the paperwork. Matt Roberge stated that he is transitioning the work from Glen Dewitt to one of the other chiefs. Selectman Thompson noted that 50 hours were billed to the town for this work. Matt Roberge responded that the paperwork is only a piece of what Glenn Dewitt does. He also does maintenance work. Selectman Thompson asked if they are all trained. Matt Roberge replied they need training on the compliance piece. We are trained on everything else. Matt Roberge added that he is trying to get the transition and training done this year. Selectman Thompson added that he would like to see the administrators doing the paperwork, they receive a stipend. The Town Manager asked what is the department's vision regarding what the stipend covers. Do you have a delegation of duties for that stipend? Matt Roberge responded that the stipend covers administrative work, payroll, Chief meetings, answering phone calls and questions, issuing burn permits. The Deputy Chief covers cleaning the station and maintenance. The Assistant Chief is in charge of training and coordinating. Selectman Warner would like to see detailed job descriptions for

each position. The Manager asked that the fire department work on updating their policies along with adding job descriptions. There being no more discussion the Chairman called for a vote, motion passed (5-0).

4.2 Selectboard member appointment to CDBG Loan Board

Selectman Warner stated that he would be interested in serving as the representative of the Selectboard on the CDBG Loan Board.

Selectman Thompson made a motion to appoint the following to serve on the towns various boards and committees: Dana Sullivan to the Appeals Board; Larry Srock, Russ Hughes, Jessica Alexander, Jeff Severance to the planning board; O'Neil LaPlante, Michail Grizkewitsch Sr., Ruthann Harrison, Patti Lawton, Carol Minnehan Lee, Tom Nugent, John Ungamach, Peter Warner, Jennifer Bourget and Doug Chess to the Comprehensive Planning Committee. Bonnie Dushin as Library Trustee; Laurie Boucher and Steve Wullaert to the Loan Board; Marian Anderson as Tax Collector, Road Commissioner, General Assistance Administrator; James Valley as Code Enforcement Officer, Plumbing Inspector and Health Officer; Louis Levesque as Sealer of Weights and measures for a 4 year term. Selectman Cummins seconded, motion passed (5-0).

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Isaac F. Umberhine Library Budget –Update

6.1.1 Library Garden Update: Merrymeeting Board of Realtors

The Manager stated that the circulation desk is installed. Public Works has striped the parking lot. Patti Lawton has worked with Victoria Boundy to apply for a \$2,200 grant from the Merrymeeting Board of Realtors for a garden behind the library; we also received \$500 from Lowes. We have reached out to our local landscaping companies for help with a small patio with benches, low maintenance shrubs and perennials. Selectman Warner asked if there was any money for window treatments. The Town Manager replied no. Selectman Poulin stated they paved under the front door right under the sill there could be a potential problem in the winter. Selectman Beckwith asked when they will be opening. The Manager replied that there will be an official opening the 8th or 9th of August. They want to invite the foundations and volunteers. The Trustees are working on the design of the invitation to send out. Selectman Thompson stated that the fund is in the whole \$917. The Manager replied that is correct. The board discussed options to remove the library debt. Selectman Cummins made a motion to take the funds out of the

Cable TV funds and pay the amount back upon receipt of donations, Selectman Beckwith seconded, motion passed, and (5-0).

6.2 Town of Pittston Request-Update

The Town Manager stated that she met with Bill Butler. She provided a copy of the email from Mr. Butler on the suggestions on what we may or may not do at the holding area. I still need to meet with Pittston. Bill Butler is estimating \$7,000 to \$9,000 in additional costs to run the holding area. I don't know if Pittston is prepared to pay that fee. Selectman Cummins stated to include doing this on a trial basis and not a long term contract. Selectman Warner suggested that we can reconcile at end of year and apply what was over toward the following year. Selectman Cummins is also concerned with increased traffic on Lincoln Street. Selectman Thompson would like to look at the number of users at the holding area in addition to Pittston numbers that may or may not use the holding area.

6.3 Holding Area "free resident day" Update

The consensus of the board was not to hold a free holding area day at this time.

6.4 CDBG Loans, TIF Loans and Credit Enhancement Agreement Update

The Manager wanted to bring this information to your attention so you can see who has loans along with the balances. Selectman Thompson stated he still has unanswered questions on Peter Whites loan.

6.5 PFBF-Auditing confirmation services

Selectman Cummins made a motion to sign the contract with PFBF Associates for auditing services, Selectman Poulin seconded, motion passed (5-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Driveway Entrance Permit Application Amendment

Selectman action requested to approve the amendments to the Driveway Entrance Permit Application.

The cost to purchase the first culvert and fee is \$250.00. If it needs to be replaced the Town will replace the culvert at no cost. Selectman Warner asked if there are guidelines or standards that need to be met and those should be referenced and/or included with this application. Selectman Beckwith made a motion to approve the driveway entrance permit

application to include guidelines and/or standards as needed, Selectman Cummins seconded, motion passed (5-0).

7.2 Harris Junkyard Renewals

Selectman Thompson recused himself from the board.

James Valley gave the board an inspection sheet that he received from Bill Butler on the criteria on what needs to be maintained at the junk yard. There have been 3 inspections since last October. Allison Moody, of DEP also inspected the property. There is a special containment of waste water that it is well maintained. There was an abundance of tires that he has been removing from the site. Some are being stored in empty 18 wheeler beds. He needs to keep the labeling of liquids cleaner. On the third inspection we went over paperwork, a record of every car, title, what was removed from the car and the final destination listed. Selectman Warner asked if there was any ground contamination. James Valley stated it was not visible, he has an enclosed concrete pad, and containers encased to catch liquids. DEP said it was contained properly. The Manager asked if there are too many tires. James Valley responded that he did not count them it did look like a lot but he had some removed. Selectman Cummins asked if the building where he drained the fluids is opened to weather on one side. James Valley replied yes. He doesn't run during the winter time. Selectman Beckwith commented that If Allison Moody is saying it looks good, she is glad to see DEP is happy with what they see. David Thompson requested to speak as a resident and indicated there is a requirement on the forms that they need to be kept open and available so you know how many vehicles are taken away. James Valley stated the application is only good to October 1, 2014. Selectman Beckwith made a motion to approve the application, Selectman Cummins seconded, motion passed (4-0-1) Selectman Thompson was recused from this portion of the meeting and abstained from the vote.

7.3 Cemetery Lawn Mowing bid

The Manager stated that Goodall Landscaping was the only bid. Selectman Warner would like future bids to indicate they provide insurance and the town listed as additional insured.

Selectman Cummins made a motion to accept the Goodall Landscaping proposal, Selectman Beckwith seconded; motion passed (4-0-1) Selectman Thompson abstained from vote.

7.4 RYRA Discussion

Selectman Warner is looking to understand how RYRA and the town fit together. Bill Terry stated that he didn't know RYRA was on the agenda. The Manager replied that she told Ryan Shea personally that it was on the agenda. Bill Terry stated RYRA is a town department for insurance reasons no money is raised at town meeting. He feels the relationship between RYRA and the town has improved. The Manager asked what would be helpful,

what are your expectations on our roll and support, the town office does not have administrative support and less staff starting next week. Town Office staff no longer has Sam's Club cards so we can't pick up orders. Do you want to stay a town department or explore getting their own insurance? Bill Terry wants to work more with the town. Selectman Warner has concerns that if you are a department, things would operate differently, you need to develop a budget and outline the vision and roles. Ryan Shea wants to move forward and entertain the idea of exploring a recreation department in the future.

O'Neil LaPlante stated that the Budget Committee is not going to recommend any money to Summer Recreation. The committee has never discussed a director position, or raising funds for a department. Ryan Shea asked if the town would entertain the idea of selling or leasing the fields. The Manager replied the town would never sell. Selectman Cummins asked what would be the advantage of having a lease. The Manager suggested RYRA have a vision meeting and invite the public and volunteers.

7.5 Richmond Days

The board reviewed the tentative budget and schedule.

7.6 Newsletter Schedule

The board would like to continue with six newsletters a year since the cost comes out of the TIF. Selectman Cummins added that it is our one means of communication.

7.7 MMA Safety Enhancement Grant Award

Public Works received two grants to purchase life safety vests along with road cones and signs.

7.8 Quit Claim Deed

Selectman Thompson made a motion to sign the release deed for W. Russell Edwards, Jr. aka W. Russell Edwards aka Russell W. Edwards dba Brookside Housing, along with the discharge of tax lien mortgage for Russell W. Edwards and Brookside Housing and Meadowbrook Park LLC, Selectman Poulin seconded, motion passed (5-0).

7.9 Senior Center-bid estimates for flooring.

The seniors have pulled up the floor and want new flooring. They have already hired a contractor to do the work. Resident O'Neil LaPlante stated that no other town department operates that way. It should have been in their budget. Selectman Warner added that if they want to do something with the floors go see Gary Nash. The consensus of the Selectboard was to deny the flooring bills.

8.0 ASSESSOR ITEMS- BUSINESS

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public-None

9.2 Town Manager

The Manager emailed the dates to meet with town attorney the consensus of the board was to meet Tuesday the 22nd at 4pm.

Monday is the fiscal year end. The office is closing at noon on Monday to the public to close out the books if the board agrees.

Dot Seigars, was served with a lay-off notice.

The Manager will be on vacation next week. As well as Allan Moeller, Will Davis and James Valley.

9.3 Selectmen

Selectman Thompson asked when the town got credit cards. The Manager replied the town has had them since before her hire. The Manager added that the Sam's Club cards were cancelled.

Selectman Thompson asked what the mileage is on the Managers Mileage statement requests. The Manager replied that the mileage stipend is part of her contract the form is a standard form.

Selectman Poulin stated that the Universal Waste building is done; the desk for the library is almost complete and will finish the cupola next week.

Selectman Beckwith would like residents to take the DOT survey.

Selectman Warner would like to see the history and guidelines on credit cards. The Alexander Reed Road paving project is coming up. Selectman Warner would like to see the town bring back the Boston Post Cane, can we place an article in the newsletter.

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants

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

11.0 ADJOURN

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