

Peter Warner, Chairman
Clarence Cummins-Vice Chairman
Rose Beckwith
Gary Poulin
David Thompson

MINUTES
MEETING OF THE RICHMOND BOARD OF SELECTBOARD
TOWN OFFICE CONFERENCE ROOM
6:00P.M. SELECTMEN MEETING WEDNESDAY, JULY 23, 2014

1.0 CALL TO ORDER

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

Others: Ryan Shea, Chief Scott MacMaster, Victoria Boundy, Matt Roberge, O'Neil Laplante, Gloria Houdlette, Allan Moeller, Town Manager Marian Anderson and Executive Assistant, Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JULY 9, 2014

Selectman Cummins made a motion to approve the minutes of July 9, 2014, Selectman Poulin seconded, motion passed (4-0-1), Selectman Beckwith abstained from vote.

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Appointment of Steve Waullert to the CDBG Revolving Loan Fund as a voting member.

4.2 Appointment of Tammy Pender to the CDBG Revolving Loan Fund as an alternate member.

Selectman Thompson made a motion to take 4.1 and 4.2 and approve together, Selectman Beckwith seconded, motion passed (5-0).

4.3 Resignation of Ian Alexander as Deputy Fire Chief

Selectman Cummins made a motion to accept the resignation of Ian Alexander as Deputy Chief with regret, Selectman Thompson seconded, motion passed (5-0).

4.4 Resignation of Marian Anderson as Town Manager

The board accepted the resignation of Marian Anderson as Town Manager with regret.

4.5 Resignation of John Vear as the RUD Trustee-Information only no action required

No action required information purposes only.

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Isaac F. Umberhine Library Budget –Update

The Manager stated the opening is scheduled for the 9th of August, we sent out 107 letters to contributors and donators to attend.

Fairpoint was supposed to be there today we received a call at noon that they were unable to make it today and they hope to be there tomorrow.

6.2 2014 Summer Recreation update-Number of participants and number of staff.

Rose Beckwith, Summer Recreation Director stated that they had 69 kids participate, 12 counselors, 3 adult leaders, 2 adult group leaders, 2 Red Cross swim instructors, 1 lifeguard and 3 swim counselors, the swim counselors were requested by Red Cross.

6.3 Senior Group-Mission, goals and vision

This item was tabled.

6.4 Purchasing Policy-Update

Selectman Beckwith made a motion to accept the policy with the minor change, Selectman Cummins seconded, motion passed (5-0).

6.5 Financial Policy-Update

The consensus of the board would like to update the Financial Policy to include “the town clerk and/or deputy tax collector can request help from another employee for items not addressing financial transactions.” This item is to be placed on the next agenda for approval.

6.6 Northeast Ambulance Discussion

Chief MacMaster stated they have a 17 minute clause with runs from Topsham to Richmond. One response time was 23 minutes and one was 24 minutes. Steve Bennett contacted me on Monday with a temporary solution to station an ambulance from 7am to 7p.m in town when a bulk of the calls at that point, strictly traffic related, after 7p.m. responding from Topsham, there is a mutual aid agreement with Gardiner they would call if they couldn't get there in time. They are receptive to the board's decision and understand there is a problem with the contract and want to make it right. Selectman Cummins in 90

days from the date made aware of the situation, we won't have a contract. The Manager added that you don't have one now since it's broken. Selectman Thompson stated that they are to provide service for 90 days are they liable. The Manager replied that you would assume there is because we had a contract, no matter what our contract expires next year it would not be unreasonable to go out to bid now. Selectman Warner added that his main concern is the response time. Chief MacMaster added that the 2nd quarter report is ready for review, we look at the summary of calls and reasons for time. We will look at the 3rd quarter and decide then. Selectman Warner asked how many calls have we had since they broke the contract. Chief MacMaster stated he would get the information for the next meeting, the third quarter ends in October. Selectman Thompson asked if we should take any legal action in regards to breaking the contract. Selectman Cummins asked if we go out for bid are there are companies that serve our area other than Gardiner. Chief MacMaster replied there are other private services like Delta and United, I don't know if Wiscasset would entertain a bid there is also Topsham and Gardiner. The Manager added that we can post a bid on the MMA site in addition to sending out. Selectman Warner stated that we will look at the numbers in two weeks we will have a better idea and move forward from there.

6.7 Rental fees for town properties-Update

Selectman Thompson made a motion to accept the changes and approve the policy, Selectman Cummins seconded, motion passed (5-0).

6.8 Emergency Management plan-Update

We are continuing to work on updating the plan.

6.9 Transfer Station "Carryover"

The Manager stated that we are asking the board to carry the money over to purchase jersey barriers. Allan Moeller thought the money would go towards the building to cover the mattresses. Selectman Cummins asked if \$9,000 will cover it. Allan Moeller replied it would be a start, we can look at prices, barriers and getting poles in place and research on cost. Selectman Beckwith stated she feels we should carryover the money opposed to having it go to the bottom line. Selectman Cummins made a motion to carryover the money, Selectman Beckwith seconded, motion passed (5-0). Allan Moeller stated that phase 2 was approved by DEP. Selectman Poulin stated he would put together a cost estimate.

6.10 Gardiner Street Sidewalk Project-Update

Victoria Boundy stated that the design was done in 2011, the way DOT works and lack of funding the project has been carried over from year to year. We wanted to bring the

project back to the board for guidance, we had two public meetings on projects, which were generally in favor of the trail. People would like to see the trail made formal and safer for kids walking to school. Selectman Cummins asked if we made a final decision on which side of the street the sidewalks were going to be on. Victoria Boundy replied that Wright Pierce recommended the North Side, we have existing storm drain infrastructure in place, there were questions on moving utility poles, and abutter concerns with historic street trees, other's thought we would lose the village feel by adding sidewalks. Selectman Beckwith and Cummins completed a site walk. Selectman Beckwith stated that there are still kids that use the trail with no lights, we need to support the trail. It cuts a huge amount of time to get to the high school, it is also in the emergency manual plan the RSU states they will walk to the high school. The Manager asked the board if they are in favor of proceeding. Selectman Cummins feels we should proceed. Selectman Cummins made a motion to proceed with the Gardiner Street sidewalk project, Selectman Beckwith seconded, discussion, Selectman Warner questioned the funding. Victoria Boundy replied that our match is 25% local match and would come from the TIF. Selectman Warner asked what would be the additional cost for Public Works to maintain the sidewalks. Allan Moeller added that it adds to everything it will add time to the department, there is no way we can get roads and sidewalks done with a four man team. The Manager stated that we can hire a seasonal worker. Selectman Thompson stated that we may have to contract out a particular part of sidewalk or the town. Allan Moeller replied that would create liability issues. Selectman Thompson wanted to clarify that the money from the town side is coming from the TIF. The board approved moving forward with the project, (5-0).

6.11 CDBG Loan Board-Updates

Peter White-Information concerning loan subordination

Carolyn Spencer/Brenda Hammond

The Micro loans were turned over to MCOG. The town had put lien on the vehicle owned by Brenda Hammond when Carolyn Spencer faulted on her loan. Brenda Hammond wants to sell the vehicle and the board to release the lien.

6.12 Town of Pittston Update

The Town Manager stated that the Town of Pittston approached Richmond about using our holding area facility, Allan and I met with Bill Butler, the numbers were greater than what we had originally discussed. We are down staff, we just advertised to fill the position, it is up to you to decide if you want to take this on, Allan has some reservations. Pittston has a lot of construction debris, we are assuming it would cost \$7-9,000 handling debris not including personnel, his recommendation would definitely be on temporary basis. We would need to amend the plan to add a gate house. Allan Moeller feels the numbers will not cover what Pittston brings in, they will come down here with items not accepted people will not be happy, this spring, we had 20 loads of brush we couldn't get rid of, we hired a contractor

out of Boothbay, he will not put on more trucks because we take on another town, I have contacted another source but it would cost us more money.

Ann Pistell stated that Pittston had 4.75 tons of waste including couches and refrigerators, construction and demo debris, we hoped sticker fees and debris fees would offset the cost, similar to Dresden, Selectman Thompson asked where Pittston was taking their waste. Pittston replied Hatch Hill, the participation fee for us was \$40,000 just to drive through the gates on top of paying all the other fees. The Town decided to make another arrangement, our rubbish is going to Casella. Selectman Warner would like to allow Pittston on a temporary basis to see if it does work and be assured we don't accrue any additional cost. Selectman Cummins asked what the additional cost of a gate house would be. Allan Moeller stated we would also need additional personnel to run the gate house and sell stickers. Is \$9,000 is going to work. We do not need a gate house if we don't accept Pittston, can we estimate the tonnage. Allan Moeller suggested 3 months from now till fall and see what happens if it works we can extend it. Spring time and fall are big times for clean-up. Richmond can terminate the agreement at any time. The Manager suggested the board read over the agreement, it has been reviewed by council. Selectman Warner added that he is an advocate of consolidation of services. Selectman Warner added to review the agreement and come up with firm number. Allan wants 30 days to get another guy and get a gate house in place. Selectman Cummins added that we are looking at early September before allowing Pittston. Approve disapprove next meeting, review at end of 3 months so we know what to anticipate, PW-we assume any increase would come from Pittston based on our average data, Allan-when Pittston residents come dedicated spot for Pittston drop off.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Boston Post Cane Nomination

We received only one nomination, Lillian Emmons will be 94 in October.

7.2 Spirit of America Award

Selectman Warner would like to nominate Gary Poulin, Selectman Cummins seconded, motion passed (4-0-1) Selectman Poulin abstained from vote.

7.3 Harbormaster Job Description

The Town Manager provided the Harbormaster Job description for information purposes as requested.

7.4 Senior Citizen Request

Items was tabled.

7.5 Interim Town Manager

Selectman Cummins stated he called Steve Musica and asked his opinion on having an interim Town Manager and he believes we should for two reasons the first being that there is danger of conflict that could be long lasting between employees and selectpersons, and the second there are legal issues and feels you need someone with experience in the office. During his time as an interim manager he worked 24-25 hours including meetings and he personally thinks you are better off having an interim town manager. Selectman Warner stated that we don't know how long the process will take. Selectman Cummins replied the last time it took 3 months. Selectman Warner stated that after a month if we decided we needed to we could bring on an interim manager, I would like to save some money. It shows good faith to the tax payers we are trying to save the money. Selectman Cummins asked if MMA has access to retired managers. The Manager replied yes they do but Maine Municipal typically won't recommend someone. You can hire a company like Eaton Peabody to help facilitate. There are 17 towns looking for town managers. Selectman Warner added that we do pay a salary to our department heads. Selectman Cummins added that in this building we do not have a department head. Selectman Poulin feels it's too much of a responsibility for the board to share, Richmond is just big enough that there is enough to do in that position an interim is the way to go. Selectman Beckwith added that with the issues we have had in this office it concerns me not having someone in charge. Selectman Thompson stated he has been through this process six times and only had one interim and that was Steve Musica, so I am committed to try to move forward without an interim. If we have employees cannot operate or function without supervision then maybe we do not need them. Selectman Warner would like to meet with the department heads and employees and get a better feeling and come back in two weeks to discuss further.

8.0 ASSESSOR ITEMS- BUSINESS

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Residents were present to complain about speeding on Clay Hill there have been several accidents they would like to see the speed reduced to 25 mph, there are never cops coming down the hill they would like more of a police presence on the hill. Selectman Warner stated that it was immediately brought to the attention of the Chief to put up the speed sign and pay more attention in that area. Allan Moeller added that in order to change the speed selectmen would have to meet with the State to start the process, get the state to put up flashing lights. Gloria Houdlette stated that when they rebuilt the road residents did have concerns then and still do. Selectman Cummins added that you have to go around the

corner before you see the warning maybe if it was moved you might see it quicker would the State move the sign. Selectman Thompson asked what is the cost of flashing lights? Allan Moeller stated that they are \$3,000 a piece, if we work with State and say we have this concern with the neighbors they will listen, have the Chief provide statistics. The Manager stated the first step would be to put our concern in writing. The Chief added that we can have more of a presence there. It is a hard place to set up radar. Selectman Warner stated that we will do what we can in the interim until we can get DOT to look at this issue. Selectman Thompson asked if there are any other concerns in town we can speak with the State about.

O'Neil LaPlante would request to make the allowance for public input on what you are looking for in a town manager, do we want a full time or part time manager do we want to share a town manager.

9.2 Town Manager

Provided the board with Trust Fund information.

Some staff is wondering if we should put a dollar amount on purchases being made while there is no manager. The board feels the department heads are being paid to make those decisions. Selectman Cummins stated that we have a dollar amount of \$200 for routine items emergency items I don't think we can put a dollar amount on. Selectman Thompson stated our purchasing policy is pretty clear they should follow policy.

9.3 Selectmen

Selectman Warner asked if we have any projects for paving. Allan Moeller replied that he met with Crooker and took them to bad areas in town, we categorized them 1 through 3 he will come up with price and tonnage. We are looking at piece of the New Road, a piece on Lincoln Street and the Brown Road from Toothaker down 2,300 feet there is a lot of quarter paving and shimming, also the Langdon and Dingly Road.

Selectman Beckwith stated since we received a letter from gentlemen on fireworks, we probably need to revisit that issue for in town village area. Selectman Cummins suggested that the resident submit a petition. Chief MacMaster stated that we get a lot of questions on what the ordinance is but we refer them to State Law. Selectman Cummins suggested drafting an ordinance for next town meeting, the violations were excessive in the previous draft ordinance. Selectman Beckwith added that it should be a token fine. Chief MacMaster stated that nuisance and fires are the concerns he is hearing. Selectman Thompson stated that the village area in particular is a concern. Selectman Thompson continued that we also have noise ordinance in place add fireworks to it.

9.4 Boards and Committees

RYRA is looking for approval from the Selectboard to appoint Gabe Gould as treasurer, Kate Schleh as Secretary, and Shannon Shea a voting member. Gabe has been a voting member, Kate is actively involved and Shannon Shea is Ryan Shea's spouse, we are looking to appoint Samantha Johnston to director and funding that out of RYRA funds. Selectman Cummins made a motion to appoint Gabe Gould as treasurer, Kate Schleh as Secretary and Shannon Shea as a voting member, Selectman Poulin seconded, motion passed (4-0-1), Selectman Beckwith abstained.

Ryan asked how RYRA will make purchases. Selectman Beckwith stated that they use to use personal credit cards save receipts to get reimbursed. Ryan stated they are purchasing \$800-1,000 worth of snacks for June and July for the snack shack, we do not want to put it on our personal account. The Manager added that no town employees have a Sam's card. Selectman Thompson stated that if you have a list of what you know you need you can put in a check request through the warrant. RYRA is considering using the snack shack for soccer. Selectman Beckwith stated they need to plan ahead, the company should allow you the courtesy to be billed. Selectman Thompson stated the town has a purchasing policy that needs to be followed. O'Neil LaPlante added that the purchase order system leaves an audit trail. Selectman Warner stated the board is committed to figuring out how to make this work.

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)(F)-CONFIDENTIAL RECORDS

The board made a motion to move into Executive Session pursuant to 405 (6)(F)-Confidential Records.

No action taken.

The board made a motion to come out of Executive Session and adjourn.