

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 9, 2014

1.0 CALL TO ORDER

Present: Brent Russell and Stephen Bennett of Northeast Ambulance, Matt Roberge, Chief Scott MacMaster, O'Neil LaPlante, Glenn DeWitt, Ian Alexander, Bruce Flaherty; Town Manager, Marian Anderson and Executive Assistant Laurisa Loon.

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

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JUNE 25, 2014

Selectman Thompson made a motion to approve the minutes of June 25, 2014, Selectman Poulin seconded, motion passed (4-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

4.1 Appointment of Harbormaster, Chris Smith

The Board would like to see a job description for this position and placed as a future agenda item. Selectman Thompson made a motion to appoint Chris Smith as Harbormaster, Selectman Cummins seconded, and motion passed (4-0).

4.2 Appointment of John Bellino to the Comprehensive Planning Committee

Selectman Cummins made a motion to appoint John Bellino to the Comprehensive Planning Committee, Selectman Thompson seconded, and motion passed (4-0).

4.3 Appointment of Peter Warner to the Revolving Loan Board Committee

Selectman Thompson made a motion to appoint Peter Warner to the CDBG Loan Board, Selectman Poulin seconded; motion passed (3-1). Selectman Warner abstained.

4.4 Emergency Manager Appointment

Glenn Dewitt stated that the "Emergency Manual" needs to be updated. Chief MacMaster stated that it was updated in 2012 and 2013. Selectman Warner feels that the Assistant Fire Chief position could cover the EMA role. Assistant Fire Chief, Mike Averell stated that he is not interested in serving in that position. Chief MacMaster

stated that after attending a NIM's training they stated we need someone on the books if we ever need to submit an application for reimbursement during declared emergencies. During an emergency we have our own duties as Chief of Police and Fire Chief. Maybe the Chief and Fire Chief could split the position. Selectman Warner added that the EMA position is not necessarily involved with the emergency. The position helps coordinate who needs to be at the emergency. Glenn Dewitt added that he spent 8 days running the center during the ice storm, you need a coordinator. They need the training to conduct operations during an emergency. The Manager added that we are working with the County on possible direction. Place on next agenda. Chief MacMaster stated that an officer has expressed interest but lives in Litchfield. Selectman Thompson made a motion to table discussion until our next meeting, Selectman Poulin seconded, motion passed (4-0).

5.0 PUBLIC HEARINGS, PRESENTATION

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 Isaac F. UMBERHINE Library Budget-Update

The Town Manager stated that we are still waiting for Fairpoint we started the process in June. They are telling us the 21st of July. We still have no phone or internet, hoped to have soft opening before grand opening on August 9.

We received a \$500 dollar donation to the library from resident Nellie Blagden.

We also sent a letter to Gary Nash at Selectman Warner's request notifying him of our last rent payment.

Selectman Warner stated that someone at town meeting volunteered to clean the library we are still waiting to hear back from OSHA. She would need a \$10,000 insurance policy to do the cleaning.

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

The Town Manager stated that the participants are up this year there are currently 67 participants. Selectman Thompson asked the number of staff? The Town Manager stated that Selectman Beckwith was going to give the update but she is absent. The board tabled the discussion for the next meeting.

Carryover Discussion

The Manager presented a spreadsheet on the amounts to carry forward to next year's budget. The Manager stated that the auditor will be here Monday and she can forward him any questions the board may have. The consensus of the board was to carry everything but that transfer station amount and discuss at a future meeting.

Selectman Thompson made a motion to move 7.4 out of order, Selectman Cummins seconded, motion passed (4-0).

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.4 Northeast Ambulance Discussion

Brent of Northeast Ambulance stated that in our contract it states that we are responding from Dresden. The truck will be responding from Topsham which is approximately a 17 minute response time. Selectman Warner asked if it is still dedicated for this area. At night it was dedicated for this area and during the daytime it was not covered. Brent replied that there would still be the same coverage we are just responding from Topsham. The Manager asked why you are just coming to us now. Brent replied that we didn't know we were going to lose Dresden. They gave us a two week notice. Dresden resident Glenn Dewitt stated that it was a selling point that from 7 at night to 7 in the morning they were on site. We should demand they are in Richmond for those hours. Selectman Thompson asked why they can't be based at the Sullivan House. Selectman Warner added that we have the fire station or Roberts Hall. Brent replied that brining the truck back and forth is too much of an expense. The Manager asked that if the contract is broken do we want to go out with an RFP for service. Their advantage over Gardiner was that they were here. My preference would be to stay with the spirit of contract if we can, or explore better options. Brent stated that we have a 17 minute response time in our contract, can we try it from Topsham, we were hoping this area would grow and it hasn't. Matt Roberge stated that it was our understanding that our area had a bigger volume that's why you didn't charge us. Selectman Warner stated that if it's an expense to keep coming here, wouldn't it make sense to keep it here. Brent replied that the amount of calls does not cover the cost to operate the ambulance. The administration has changed and he apologizes if this looks misleading, we want to provide the service, but we have to do it from Topsham. Chief Scott MacMaster stated he was looking over the quarterly reports and sitting down with Northeast the call volume is mostly during the day not evenings, if we step outside the contract we could look at having a car here during the day rather than at night. There is a quicker response time after 10p.m., there are less vehicles on the road, less hazards, the police department responds to rescue calls, if we look at longer times an officer is standing by waiting for an ambulance, the police are responsible for investigating, not responsible as a first responder. The 17 minutes was a recommendation between the Chiefs and Northeast most calls are under that threshold. The Manager asked, so we are clear you are staying in Topsham. Selectman Warner stated that we need to agree the wording in the contract is not being met, and go from there. Selectman Thompson stated that we started the process in 2008, when did this expense issue actually start? Brent of Northeast stated he is new to his role. I think the expense issue started years ago and went unrecognized with the former administration. Selectman Warner added that this puts us in a precarious situation with Gardiner because of our agreement with

Northeast. Selectman Cummins added that no matter if we stay with Northeast or go out to contract if we switch at some point we might be paying for ambulance service again. Gardiner offered a one year contract. Currently Dresden is paying the uncollectable. The Manager added that we were not always timely in going after collection. It might be possible some of those could have been paid through General Assistance or Trust Funds. Selectman Thompson stated that according to our contract the notice is within 90 days of written notice. Brent replied that the contract is broke we are not responding from Dresden anymore. Selectman Thompson continued that the contract stipulates you still provide service even after the contract is broke for 90 days. Brent replied yes but we are coming from Topsham. Selectman Warner stated that we will consider the contract broken, we will still be calling you and reflect on the response times.

7.1 Senior Group-Mission, Goals and Vision

The Manager stated that Bette was unable to make tonight's meeting can we table it to a future meeting. Selectman Warner stated that we can but can we discuss the reserve account they have. The Manager stated that a private citizen paid for the work to be done to the floors at the center. Selectman Warner would like clarification on the reserve account. Selectman Thompson would also like to see a structure of all the reserves.

7.2 Purchasing Policy-Update

The Manager stated that this was a request of a board member regarding town credit cards.

Selectman Cummins stated that it looks like we need to change the policy or follow it. Also we should look at the amounts, it's an old policy. The Manager stated that I can tell you in practice no one has ever used a card improperly, it's been a matter of convenience. Selectman Thompson added that it is our fiduciary responsibility that we follow the policy as adopted. Selectman Cummins added that if there is a valid reason to change it if the police department or public works needs the card. If you need an exception for a season you could amend the policy. The Manager recommended the limits need to be looked at. The Manager asked the board to send out recommendations and we can incorporate them for our next meeting. Selectman Thompson stated that this policy states the cards stay here. The Manager added that volunteers currently have cards. Selectman Warner replied to have the cards returned at this time.

7.3 Financial Policy-update

Selectman Cummins asked if the amount in the policy was an adequate Fund Balance. The Manager stated that the recommendation from the auditor is a goal. You

previously had a higher fund balance, when you did the revaluation you took \$400,000 out to keep the mil rate down. We just finished paying that debt this year. Selectman Warner asked if the recommended fund balance changed since we are not tied to the school. Selectman Warner stated to review the policy and come back for review on the next agenda.

7.4 *Previously discussed*

7.5 MMA-Legislative Policy Committee

Selectman Cummins made a motion to recommend Bill Post, Manager of Bowdoinham to the Legislative Policy Committee, Selectman Thompson seconded, and motion passed (4-0).

7.6 Rental Fees for Town properties

The board will review the fees and bring back to the next meeting for review.

7.7 Peacock Beach Complaint

The Manager stated that the swim area is not marked; someone said a boat came too close to them. We were advised not to put out swimming signs because its swim at your own risk and we do not appoint a life guard. Selectman Thompson asked if we can put out a sign that says no boats in that area. Selectman Warner thought that sounds reasonable have the sign face toward the pond no boating. Selectman Thompson asked if we have extra buoys or if we need to call the insurance company.

Selectman Warner asked how are we doing with collections and employees and maintaining the area. The Manager replied that when we have an attendant there collection is up. Chief MacMaster responded that he works 20 to 30 hours a week, weather dependent. Revenues are similar to what it was last year, we have received a complaint on the price for kids its \$2. When the State ran the beach it was ¢.50 for children, when we set it we charged what other parks were charging.

8.0 ASSESSOR ITEMS-NEW BUSINESS

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Glenn DeWitt stated that on Monday he was told his compliance duties were to be turned over to the Chief. He feels that in the last five years the selectmen keep cutting. I put a lot of time in fixing the mechanicals and labor. You cut out the preventive maintenance money. When we need water I get 8 pallets of water and share with the other departments. Glenn stated he is resigning as compliance and administrative officer. Selectman Cummins replied that we hear what you are saying; the issue we

addressed was that you were doing a lot of administrative work. We asked why weren't the appointed Chief's doing the administrative work. Glenn responded that he has been through three Bureau of Labor standard reviews and never had a discrepancy. Andy took that away and didn't do a good job. I am retired and have the time to do the work. Selectman Warner stated that we pay a stipend for those administrative positions, the board did not go to town meeting and ask for \$30,000 to be taken away from the administrative budget, we are talking about the stipends for those three positions, they need to be doing those administrative procedures. The Manager stated that she values what you have done. We value your maintenance work and knowledge there has never been a discussion to not pay you for that work. When you are working it's not an assumption its paperwork, make sure when you are working on a truck you state that. Your contribution is valued very much. Selectman Warner added that the fire department elects their own officers, do you elect on ability and knowledge, and if not it's the responsibility of someone leaving to pass that along.

O'Neil LaPlante asked what the library volunteer needed to clean the library? The Manager responded that they have personal liability insurance and we also needed to check with OSHA for any other requirements. O'Neil LaPlante added that the Summer Recreation Director stated that people volunteer for summer recreation it sounds like there is a carryover there.

Looking at Northeast Ambulance, they represent two different factions. One patient care, they do a good job the second is the corporate side and they dealt us a blow. We would not conduct business that way. To walk in here and say the contract is broken, the only history they have is breaking their contract. What happens in two years when they break another contract. He would like to see a clean upfront business proposition and put out a RFP. We should make Northeast compete. Selectman Warner responded that it is a limited playing field. Selectman Warner added that we stayed with them on our word when we didn't even have a contract with them.

Bruce Flaherty stated that this year they will not be able to present the Spirit of America Award. The award recognizes people, projects and groups, first on local level, and then beyond that it's a county event. We are asking the selectmen to make a decision on the Spirit of America recipient for Richmond.

9.2 Town Manager

The Manager announced that Richmond has an ad in MaineBiz magazine.

Laurie Boucher will no longer be doing the preparation for the loan board those duties have been turned over to Victoria Boundy.

All town funds are now located at The Bank of Maine. We need to look at the Trust Fund investments Wells Fargo no longer will carry municipal funds.

The workshop with the town attorney is on July 22 at 4:00p.m., this is the meeting to review the trust funds and responsibilities.

9.3 Selectmen

Selectman Thompson stated that there used to be a cover sheet that showed the comp hours. The Manager replied there should be a report in there on vacation, sick and comp.

Selectman Thompson asked if the newsletter has gone out. CHIPS will be using the chiropractic office on Main Street. We should put an article in the newsletter regarding the ambulance service. Has the town given thought to purchasing portable toilets? Also can we put the CHIPs program on Facebook?

Selectman Cummins noticed the sign down on the Hathorn building. The Manager replied yes it's down that real estate agent is no longer representing the property.

Selectman Warner heard Family Dollar will be beginning work this week or next.

Selectman Warner also stated that there are two pieces of plywood one near the Flower Spot and one near the high school they have a blank canvas facing the road, could we have someone decorate or paint a mural for the town.

9.4 Board and Committees-None

10.0 WARRANT

10.1 Request for action regarding all disbursement warrants.

Selectman Cummins made a motion to sign the warrant, Selectman Poulin seconded, motion passed (4-0).

Selectman Thompson made a motion to adjourn at 8:34p.m., Selectman Poulin seconded, motion passed (4-0).