

**MINUTES**  
**6:30P.M. MEETING OF THE RICHMOND SELECTBOARD**  
**TOWN OFFICE CONFERENCE ROOM, WEDNESDAY, AUGUST 31, 2016**

**1.0 CALL TO ORDER**

Selectmen present: Robert Bodge, David Thompson, O'Neil Laplante, Ryan Chandler and Gary Poulin.

Others present: James Valley, Ian Alexander, Gilbert Bond; Town Manager, Janet Smith and Executive Assistant, Laurisa Loon.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF AUGUST 17, 2016**

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

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

**4.1 Resignation of Clarence Cummins from the Library Trustee Board**

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

Selectman Poulin made a motion to take 8.5 out of order, Selectman Thompson seconded, motion passed, (5-0).

**8.5 Emerson Lane Post 132 Texas Hold'em Tournaments: 9/16, 10/21 and 11/18**

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

**4.2 Confirmation of Manager appointment of Matthew Guilfoyle as a Reserve Officer**

The board confirmed the manager's appointment.

**5.0 PUBLIC HEARINGS, PRESENTATION-None**

**6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS**

**6.1 Act on Recreation Coordinator Job Description**

Selectman Thompson asked if there is a background check? The Manager replied that it is part of the application process.

Selectman Thompson made a motion to approve the job description, Selectman Poulin seconded, discussion, Selectman Thompson asked if there is a stipend assigned to this position. The Manager replied yes but it would not be in the job description, it was approved through the budget process, motion passed, (5-0).

## **6.2 Act on Emergency Operation Plan**

Selectman Thompson made a motion to approve the plan, Selectman Bodge seconded, discussion, Selectman Thompson stated that it seems smaller than the previous plan. The Manager replied that it was mostly formatting it has been condensed and we added five pages, motion passed (5-0).

## **6.3 Town Office Hours Discussion**

Selectman Thompson stated he has had several conversations with constituents about the hours. We didn't have a high percentage of people wanting different hours but that doesn't mean that it's not important. Selectman Chandler asked what solutions are you hearing. Selectman Thompson replied that Monday should be the closed day since there a lot of holidays that fall on Monday. Some people still want see the office open five days. Selectman Chandler replied that he can understand about the 30 not liking but we need to appreciate the 150 that want the hours. Selectman Laplante stated he would be willing to do a trial. Selectman Bodge would like to see a "how can we better serve you" survey? Selectman Chandler requested a list of the Monday holidays for this year and next year.

Selectman Laplante asked if there has been any further discussion with the boys/girls' club? Selectman Bodge replied that he has a meeting with Chief Macmaster next week to further that discussion.

## **7.0 ADMINISTRATIVE ITEMS-SELECTMEN DISCUSSION ITEMS**

### **7.1 Myrtle Street Station RFPs**

The Manager stated that we would be better served to subcontract out the different RFP's ourselves, such as the windows, insulation and masonry. Then we know exactly who is doing the work and can get prices. The Fire Chief is in process of getting quotes on doors. We are talking with heating companies as well to come up with that package, we are looking at a September 26, 2016, time frame.

### **7.2 Railroad Trestle and Alternate Truck Route**

The Manager stated that the State does not offer funds to help with Ferry Road because it's not listed as an alternate route even though its used as one. I am proposing to write a letter to DOT to remove the railroad trestle or mark Ferry Road as alternate route so the State will maintain it.

Selectman Bodge made a motion to allow the manager to send the letter to DOT, Selectman Chandler seconded, motion passed (5-0).

### **7.3 Written update from Economic Development Office**

The Manager stated that based on the questions received at our last meeting I asked the Director for an update. We went through cash receipts and the interest payments have been being made on the loans. The update also includes that status of the Hathorn Building and various vacant buildings in town.

#### **7.4 Discussion with Code Enforcement regarding “Tiny Homes”**

The Codes Officer stated that he treated the “tiny home” as a manufactured home, after further research the electrical and plumbing was not inspected. He checked the hook up to sewer, traps underneath and fire alarms. There are two reasons these type of homes are not being allowed, first the inspections are not done and two the IRC code does not meet the square feet requirement of 230 plus a kitchen, if it was stick built on site it could then be allowed, we worked with the town attorney and came up with a consent agreement that allows the current ones in town to stay, these agreements will stay with the property. Selectman Laplante asked if RV’s are allowed. James responded no, they are not dwelling units.

Selectman Thompson made a motion to take 8.6 and 8.7 out of order, Selectman Chandler seconded, motion passed (5-0).

#### **8.6 Act on Administrative Consent Agreement-869 River Road**

#### **8.7 Act on Administrative Consent Agreement-189 Main Street**

Selectman Thompson made a motion to sign both Administrative Consent Agreements on property at 869 River Road and 189 Main Street, Selectman Poulin seconded, motion passed (5-0).

#### **7.5 Discussion on upcoming public hearing on General Assistance Ordinance Appendices**

The Manager stated that the auditor will be at the next selectmen’s meeting to present the audit, we also plan on setting the tax rate, I am suggesting we set the GA ordinance public hearing for the 28<sup>th</sup>.

### **8.0 ADMINISTRATIVE ITEMS-SELECTMEN ACTION ITEMS**

#### **8.1 Acknowledgement of July Financials**

The board acknowledges they have received the July financials.

#### **8.2 Act on Municipal Quitclaim Deed for Estate of Martha Stanton**

They have paid off all the taxes, Selectman Thompson made a motion to approve the quitclaim deed, Selectman Poulin seconded, motion passed (5-0).

#### **8.3 Act on Municipal Quitclaim Deed for Jeremy Purington**

Taxes have been paid in full, Selectman Thompson made a motion to approve the quitclaim deed, Selectman Poulin seconded, motion passed (5-0).

#### **8.4 Request for tax sale on map U02-170-00**

The Manager stated that the automatic foreclosure has happened on 11 Hathorn street, we have notified all property owners with any interest in the property to the best of our ability. The Manager is requesting to put the property out for sale to get it back on the

tax rolls. Selectman Thompson made a motion to put the property out for tax sale with a minimum bid of \$9,000, Selectman Chandler seconded, motion passed, (5-0).

## **9.0 ASSESSOR ITEMS-BUSINESS**

### **9.1 Act on Assessor's Return**

Selectman Thompson made a motion to sign the Assessor's Return for the Sagadahoc County assessment, Selectman Chandler seconded, motion passed (5-0).

## **10.0 BOARD OF TRUSTEES BUSINESS-None**

## **11.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS**

### **11.1 Public**

James Valley stated that Chief MacMaster, Sergeant Donnell and himself spread woodchips at the school playground before the start of the school year.

### **11.2 Town Manager**

The Manager stated we have received a quote from the GPCOG on sodium chloride at \$59.60/ton which is under budget.

The Auditor will be at the next meeting to present the audit to the board.

The tax rate calculator will available at the next meeting, we do the tax bills in house so they should be out at the end of September.

I checked on the TIF documents in regards to using funds for the First Responder program, the start-up cost would not be allowed under the TIF it does not fit into the TIF guidelines. It's not considered infrastructure.

We are looking into articles for a special town meeting, one to appropriate revenues received on town vehicles sold, setting up the Cable Reserve and Peacock Beach Reserve.

The Manager will meet with the apparatus committee on a written plan regarding downsizing the fleet to bring back to the board by the 26th.

### **11.3 Selectmen**

Selectman Chandler asked if any of the board members were signed up to be on the Comp Plan sub-committee, Selectman Laplante replied that he is on the committee.

Selectman Bodge stated that he would be meeting with Chief Macmaster about the Boys/Girls Club.

Selectman Bodge stated that the 2004 pick-up truck is in fair condition, there could be some issues that would be costly in the future.

Selectman Thompson thanked for the information on the invoice that he asked for from Bobs Auto Service.

Selectman Thompson asked if there were dog stations and/or signs at Houdlette Field, there was animal feces in the area where kids sit.

Selectman Laplante stated that he woke up to a woman needing help, Patti called 911, Gardiner Rescue showed up but we never saw a Richmond Officer. We need to really look into the services we offer the community.

#### **11.4 Boards and committees**

Recreation Committee sent out information on their soccer program, that will be emailed to the board.

#### **12.0 WARRANT**

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

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

#### **13.0 EXECUTIVE SESSION 1 M.R.S.A. 405 (6)(H)-Consultation with code enforcement officer**

Selectman Thompson made a motion to move into Executive Session pursuant to 1 M.R.S.A. 405 (6)(H)-Consultation with code enforcement officer, Selectman Chandler seconded, motion passed (5-0).

No action taken.

Selectman Thompson made a motion to come out of Executive Session, Selectman Chandler seconded, motion passed (5-0).

#### **14.0 EXECUTIVE SESSION 1 M.R.S.A. 405 (6)(A)-Personnel Matters, Town Manager Evaluation**

Selectman Thompson made a motion to move into Executive Session pursuant to 1 M.R.S.A. 405 (6)(A)-Personnel Matters, Town Manager Evaluation, Selectman Poulin seconded, motion passed (5-0).

No action taken.

Selectman Thompson made a motion to come out of Executive Session, Selectman Chandler seconded, motion passed (5-0).

#### **15.0 ADJOURNMENT**

Selectman Thompson made a motion to adjourn at 9:04p.m., Selectman Chandler seconded, motion passed (5-0).