

**MINUTES  
MEETING OF THE RICHMOND BOARD OF SELECTMEN  
TOWN OFFICE CONFERENCE ROOM  
6:00P.M.-WEDNESDAY, FEBRUARY 9, 2011**

**1.0 CALL TO ORDER-6:00P.M.**

Selectmen Present: Tracy Tuttle, Dan Dunton, Rose Beckwith and Clarence Cummins

Others Present: Town Manager-Marian Anderson, Executive Assistant-Laurisa Loon, Bill Keleher, Travis Pryor, Darryl Sterling, Mike Broadbent, Judy Batty and Joyce McKenney.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF JANUARY 26, 2011.**

Selectman Cummins made a motion to approve the minutes, Selectman Beckwith seconded, motion passed, (4-0).

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

**5.0 PUBLIC HEARINGS, PRESENTATION**

**5.1 State of Maine CDBG Program 2011 CDBG Downtown Revitalization Grant.  
Selectman to discuss the application for the 2011 CDBG Downtown Revitalization Grant in the amount of \$600,000.00. The purpose of the grant application is to eliminate Slum & Blight in the downtown with streetscape improvements.**

Travis Pryor and Darryl Sterling presented a Power Point presentation on the Town of Richmond's improvements with past CDBG Grants and potential CDBG funding.

The Town is seeking \$600,000.00 in 2011 CDBG DR funds to eliminate Slum & Blight in the downtown. Activities include 4,000 linear feet of streetscape improvements on Main Street consisting of sidewalks, street lighting, site amenities, and way finding signage. All CDBG funded improvements will occur in the designated Slum & Blight area that meets the National Objective. Private, Town and other funds will be utilized in the Slum & Blight area and adjacent areas within the Downtown Study area.

Bill Keleher of Micro Technologies added he is in favor of the added investment in the community.

Selectman Cummins questioned that you have 1.2 million in private investment where is that coming from? Darryl Sterling responded that the private investment is from the neighboring investors such as the; Downeast Credit Union project, Gary Nash improvements and Micro Technologies.

Selectman Cummins also questioned where the \$86,000 in kind match is coming from. Darryl Sterling responded that the in-kind match includes; administrative staff and public works duties, where we can assign value to their work.

Mike Broadbent stated that there is a section of Main Street with an original cast iron water main which is on the districts priority list. The District applied for funding but was unsuccessful to replace that water main, we are looking at future funding, it is important to the district that the water line get replaced before new sidewalks are put in place if the town is successful with the grant.

Rose Beckwith made motion to authorize the Town of Richmond to apply for 2011 CDBG Downtown Revitalization Grant Program Funds in the amount of \$600,000.00 to the State of Maine Department of Economic and Community Development and to accept and expend said grant funds to make such assurances, assume such responsibilities and exercise such authority as are necessary to implement such programs, Selectman Cummins seconded, motion passed, (4-0).

## **6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS**

### **6.1 Recreation Coordinator-Dan Dunton**

**Selectman discussion on the Recreation Coordinator position.**

Selectman Dunton would like to look at putting this position on the town meeting agenda to encompass child sports, summer league, summer recreation, micro soccer, youth basketball, youth soccer and potentially the senior program. At this point I don't have a funding source for this position.

The Town Manager stated she does not foresee funding for this position, but could potentially increase a 35 hour position to 40 hours.

The Town Manager stated she would develop an article for Selectman's approval to bring to town meeting.

### **6.2 Goals & Objectives-Marian Anderson**

**Selectman discussion on the 2011 Goals and Objectives for the Town of Richmond.**

Item tabled until February 23, 2011 agenda.

### **6.3 Library Committee Update-Marian Anderson**

**Selectman to discuss the recommendation of library committee members.**

The Town Manager stated the board has talked about creating Trustees for the library, she is currently working on an outline on what the trustees would do, their role would be advisory in nature there is a draft to legal counsel for review. Ann Davis, the

Gardiner Librarian will be in town tomorrow to mentor and observe our library she will make suggestions on what employees should be doing and also I will be working on job descriptions for that position.

**6.4 Fire Truck Financing Options-Marian Anderson  
Selectman to discuss the proposed finance option for the remaining balance on the E-One Rescue Truck.**

Selectman Cummins stated that he is concerned with setting a precedent by taking money from the Downtown TIF. Selectman Dunton stated that he feels that this would be appropriate to use money that is being sheltered to a good use. The Town Manager stated that we did purchase a new lawn mower with TIF appropriations, you need to judge each project on its own merits.

Selectman Dunton made a motion that the selectboard designate up to \$14,000.00 from the Downtown TIF towards the purchase of the new fire truck, offset by additional funding from other sources from the fire department, Selectman Cummins seconded with the addition that the timeline would go ahead right now, what they come up with between now and July 1<sup>st</sup>, will be subtracted from the appropriated TIF funds, motion passed, (4-0).

**6.5 Holding Area Hours-Dan Dunton  
Selectman discussion on the holding area hours for spring and summer months.**

Selectman Dunton stated that the holding area employees expressed the number of residents using the holding area after 1:00p.m., are minimal. The Town Manager responded that they need to express these concerns to their supervisor first, spring hours will be in place next month, there is no point in changing hours at this point.

**7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS**

**8.0 ASSESSOR ITEMS-NEW BUSINESS**

**8.1 Brian Smith Abatement  
Selectman action requested to grant abatement application in the amount of \$371.33.**

The Assessor recommends approving the abatement, a portion of the property was taken out of Tree Growth by mistake.

Selectman Cummins made a motion to approve the abatement, Selectman Beckwith seconded, motion passed (4-0).

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

### **9.1 Public**

Joyce McKenney stated she had talked with Marian about having a key to the library, she has a book club that would like to meet at the library, they meet once a month, also she works on the inter-library loan. The Town Manager responded that any inter loan work will be done by the employee of the Town if there is a performance issue I will deal with that at that time, no personal groups will be allowed access to the Town Library unless it is open to the public. Joyce McKenney stated that at this point the club is not open to the public due to a lack of space.

Judy Batty stated that Pete DeRaps would evaluate the library plans with a plumber and electrician and could estimate a new number based on this economy.

### **9.2 Selectman**

Selectman Cummins stated there is a Bill going before legislature backed by MMA where towns can dump snow wherever they want. He would recommend that the board write letters disagreeing with this bill. The consensus felt that Selectman Cummins could draft letter for consideration on the next meeting agenda.

Selectman Cummins also added he would like to see the Ordinance for Tax Acquired Property on the next agenda.

Selectman Beckwith stated that she is concerned with the salt and employee overtime line. The Town Manager responded that they are currently in good shape.

Selectman Tuttle would like to set meeting dates to begin work on the budget.

The Town Manager responded that the budget committee is meeting February 22<sup>nd</sup> with police and public works and again on March 7<sup>th</sup> to discuss Admin and the Library.

The consensus of the board is to meet at a workshop at 5p.m. on the 23<sup>rd</sup> prior to the 6p.m. Selectmen meeting.

Selectman Tuttle also added she heard there was a disturbance at a recent Planning Board meeting.

### **9.3 Town Manager**

The Town Manager stated she received a call from IF & W that the Fireworks for Richmond Days need to be ½ mile from the eagles nest located on Swan Island.

The Town Manager received a letter from the utilities district stating public works damaged a hydrant, it would cost \$1,940.00 to repair the hydrant, the bill has been submitted to the Towns Insurance holder.

The Town received cable franchise funds.

9.4 Boards and Committees-None

## **10.0 WARRANTS**

10.1 Request for action regarding all disbursement warrants.

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

## **11.0 EXECUTIVE SESSION-1 M.R.S.A. 405(6)(A)-Personnel Matters**

Selectman Dunton made a motion to move into an Executive Session pursuant to 1 M.R.S.A. 405(6)(A)-Personnel Matters, Selectman Tuttle seconded, motion passed (4-0).

No action taken.

Selectman Cummins made a motion to come out of Executive Session and adjourn, Selectman Beckwith seconded, motion passed (4-0).