

AGENDA
MEETING OF THE RICHMOND BOARD OF SELECTMEN
TOWN OFFICE CONFERENCE ROOM
6:00P.M.-WEDNESDAY, SEPTEMBER 5, 2012

1.0 CALL TO ORDER

Selectmen Present: Gary Poulin, Clarence Cummins, Rose Beckwith and Tracy Tuttle.

Others Present: Paul Adams, Ronnie Small, Ryan Shea, William H. Brewer, Matt Roberge, Cathy Jenkins, David Bourne, Town Manager-Marian Anderson and Executive Assistant-Laurisa Loon.

2.0 PLEDGE OF ALLEGIANCE

3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF AUGUST 8, 2012

Selectman Tuttle made a motion to approve the minutes of August 8, 2012, Selectman Beckwith seconded, motion passed (4-0).

4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS

5.0 PUBLIC HEARINGS, PRESENTATION

5.1 Auditors Presentation-William H. Brewer

William H. Brewer, CPA, gave a brief presentation on the town audit.

Money is still owed to the school for teacher summer salaries, collections are getting better, interest income is up due to outstanding taxes and the fund balance has gone down. Selectman Cummins questioned what is the optimum level for the fund balance? Mr. Brewer replied 1-2 months of expenses in surplus. Excise tax is holding steady, revenue sharing all over the place due to being dependent on State funding, the homestead reimbursement back at 55% this year. Selectman Cummins asked if there were any other areas of concern? Mr. Brewer stated that he has talked with the Manager about procedural items, but not a whole lot, good controls are in place, check the warrant, review bills and ask questions.

6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS

6.1 David Harris Automobile Recycling Business Application-Set Date

Selectman action requested to set the date to review the David Harris Automobile Recycling Business and Junkyard Application.

Selectman Cummins stated that he would like Cliff Goodall available for the meeting. Selectman Tuttle does not feel we need Cliff Goodall at the meeting. Selectman

Beckwith stated that if all the conditions have been met, we don't need to pay Mr. Goodall to be here. The board set the meeting for 5:00P.M. on September 19th.

7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS

7.1 Electronic Communication Policy

Selectman discussion and adoption of the Electronic Communication Policy.

Selectman Tuttle made a motion to approve the policy, Selectman Poulin seconded, motion passed (4-0).

7.2 Social Media Policy

Selectman discussion and adoption of the Media Policy.

Selectman Beckwith made a motion to approve the Social Media Policy, Selectman Tuttle seconded, motion passed (4-0).

7.3 Personnel Policy

Selectman discussion and adoption of the Personnel Policy.

Selectman Cummins suggested under 5.2.1 remove the "biweekly" statement, none of the positions mentioned are paid bi-weekly.

Selectman Cummins questioned why do we give the Friday after Thanksgiving off? The Manager stated to address that issue it would need to go through the Union negotiations.

Selectman Cummins would like to add the word "or" after religious and before political on page 42.

Selectman Tuttle made a motion to approve the policy as amended, Selectman Beckwith seconded, motion passed, (4-0).

7.4 Single Signature Warrant Policy

Selectman action requested to approve the policy that allows a designated municipal officer, acting on behalf of the full board or municipal officers, to review, approve and sign the municipal treasurer's disbursement warrants for the payment of state fees and bi-weekly payroll only.

Selectman Beckwith made a motion to approve the Single Signature Warrant Policy, Selectman Poulin seconded, motion passed, (4-0)

7.5 Lane Field Update

Selectman discussion on lighting at Lane Field.

The Manager stated she would have a proposal at the next meeting on security lighting at Lane Field.

7.6 USDA Grant Inquiry Update

Selectman discussion on the USDA Grant inquiry for a public works truck.

The Manager stated after research there are no funds presently available.

7.7 Solid Waste Budget Carry-over

Selectman action requested to a carryover \$9,021.03 from solid waste.

Selectman Beckwith made a motion to carry over the \$9,021.03 to build a shelter, Selectman Tuttle seconded, motion passed (4-0).

Selectman Cummins questioned if the board was continuing discussion on the holding area hours? The Manager responded that they are looking into the #'s and usage on Sundays. We are also looking at modifying the first page of the building permit to address if it is a Richmond project when commercial contractors are using the holding area.

7.8 Town Property Use Request

Selectman action requested to allow the use of Lane Field September 9th/October 28th for a fall baseball tournament ages 12-13 years old.

Matt Roberge is concerned with the moving of the soccer goals for the games. Ronnie Small stated that he would help the RYRA board move the goals for the game. Selectman Beckwith made a motion to waive the fee and approve the dates for the use of the field, Selectman Poulin seconded, motion passed (4-0).

8.0 ASSESSOR ITEMS-NEW BUSINESS

8.1 Assessors Return approved

Selectman action requested to sign the 2012-2013 Sagadahoc County Tax Assessment.

The board approved the Assessors Return.

8.2 Tax Commitment

Selectman action requested to set the tax commitment.

The board set the mil rate to 17.1 mils, and signed the commitment paperwork.

9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS

9.1 Public

Paul Adams-The American Legion cancelled the previously approved dance and has rescheduled to October 5th. Selectman Tuttle made a motion to approve the dance, Selectman Poulin seconded, motion passed (4-0).

Paul Adams stated that new construction falls under new classification under ISO. He believes it's a mistake to go over the vote at town meeting and bring it back up at the November elections. Selectman Tuttle stated she agrees with Mr. Adams on this issue, people need to show up at town meeting. Selectman Cummins stated that if we don't put it on the November ballot it will be brought back up at town meeting next year. Paul Adams feels the town should be able to adopt a building code that we choose not one mandated by State.

9.2 Town Manager

The announcement came from DECD that Richmond did not receive the "Business Friendly Community" designation because we are not associated with a regional chamber, lack of details in work force development and our planning board review timeline is not clear, Selectman Tuttle would like to know if a rebuttal is in the works? The Manager stated we are working on a letter.

We received an email from Steve Musica that residents are continuing to meet on the library. The Town will not presently be participating in those discussions.

9.3 Selectmen

Selectman Poulin questioned if the ISO can issue fines? The Manager stated they don't have the authority to levy fines. Selectman Poulin would like further information on the ISO and discussion with the CEO.

Selectman Beckwith stated that at the bottom of North Street there is a puddle and the in winter will turn into ice. The Manager will have public works look into the issue. The drop off at the school is working well and the teachers are parking at Houdlette Field. Selectman Beckwith is concerned with snow being dropped off at Houdlette Field, and condition of the road.

10.0 WARRANTS

10.1 Request for action regarding all disbursement warrants.

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

11.0 EXECUTIVE SESSION 1 M.R.S.A. 405 (6)(F)-Confidential Records (Trust Funds)

Selectman Tuttle made a motion to move into Executive Session 405(6)(F) at 8:03p.m.
Selectman Beckwith seconded, motion passed (4-0).

The board reviewed two Trust Fund applications.

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