

1.0 Convened at 6:30 at the Fire Station; Pledge to Flag; Selectmen, Mark Russell, Chairman, George Thomson and Rayna Leibowitz. Staff Trudy Lamoreau, Town Manager, Larry Nadeau II, Road Commissioner, John Upham, FOAA Officer, Stan Labbe, Fire Chief, Vicki Russell, Sodalite Editor, Tamas Szepsy, Rodney Allen, Pat Soboleski, Budget Comm., Tina Gowell, Rescue, Jessica Childs and Joan Thomas, School Committee, Office Staff: Selena Nadeau, Diana Larrabee, Kelly Weissenfels, Richard Lane, RAC, and Guests Present: Chris Raymond, Debbie Raymond, Ray Leet, Russell Leet, Gedske Szepsy, Dorie Upham, Renee Lachapelle, Ric Swett.

2.0 Minutes of March 27, 2017 Meeting submitted for final approval. A motion to approve as drafted was made by George Thomson, seconded by Mark Russell and voted 3 - 0.

3.0 Reports and Correspondence

3.1 Town Manager

- A. Trudy received an e-mail from Marilyn Dunn requesting Board approval of an effort to organize roadside trash pickup the week preceding May 6 and ending on May 6 with a community luncheon at the Fire Station (approved by Chief Labbe). This was approved.
- B. Trudy's computer is not working well. Steve is out sick so it has not been addressed.
- C. New vehicle registrations require a new printer. It is to be tested Tuesday
- D. Kelly Weissenfels has been hired as a part time employee for the Town Office.
- E. Tax payments are coming in well. Many of the properties with foreclosures pending have been paid off. Several others are requesting repurchase agreements.

3.2 Code Officer/Plumbing Inspector - Steve is absent due to illness

3.3 Road Commissioner

- A. The Public Works crew washed the equipment today but sanders, plows and wings are still on the trucks as snow is still possible.
- B. Salt and sand expenses have been kept under the budgeted amount.
- C. Weather predictions are for great weather so cold patching is being done around town.
- D. Two PW employees have been lost in the past few weeks because they were offered considerably more money than our pay scale. A part time worker has been hired and another applicant is being considered.
- E. A current worker needs some sick leave and does not have enough time to cover his absence. Larry is requesting permission to transfer some of his unused time to his use. See 6.2

3.4 Fire & Rescue

- A. Chief Labbe discussed the fire at 395 Plains Road. Underground electric service into the garage and from the garage to the house made it unsafe to battle the fire before the power was cut off. There was a delay in getting CMP there to do it. Stan will be discussing this with CMP. Mutual aid towns assisting were Richmond, West Gardiner and Gardiner. Stan was pleased with the performance of the firefighters.

- B. Another First Responder Class is being planned for May 16 - 28. The cost will be lower than the previous class because the instructors are from a different source. It will be held in Litchfield and neighboring towns are being invited to send students. Litchfield would like to add 5 - 6 additional staff to assist in responses. Potential funding support from the community was discussed and the suggestion was made to include a request for support in the Sodalite.
- C. Lt Troy Cailer of the FD made an interesting presentation requesting funding for one or two daytime (weekday) firefighters to staff the fire station and be ready to respond immediately. The proposed cost would be \$31,200 for one and \$62,400 for two. They would be doing maintenance of the station, equipment and vehicles between calls. This proposal would need to be a warrant article presented to the legislative body of the town (the voters) at Town Meeting, according to Chairman Russell.
- D. An AED (Automatic Electronic Defibrillator) is needed for the Town Office. Training for its use is also required.

4.0 Agenda Adjustments

6.1 Credit and Debit Card Acceptance Information & Rapid Renewal - Diana Larrabee

6.2 Personnel Policy Regarding Sick Leave Transfer

5.0 Scheduled Business

- 5.1 Jessica Childs - High School Roof - Jessica Childs, School Committee member, discussed the need for support for funding for repairs to the roof of Oak Hill High School, which has major roof leaks and some structural deficiencies for snow loads in some sections. They have had to replace rugs, move classes and other steps to continue to use some areas of the building. An application was made to a revolving State school repairs fund and was notified the request ranked second for necessity. An award of up to \$1M will be made with the state forgiving 63% of the debt, giving the district ten years to pay the rest off with no interest. Bids for metal, asphalt and rubber roofing were requested as well as the structural part and engineering. The winning bid was submitted by Hahnel Inc of Lewiston for a rubber roof with a 50-year life expectancy for \$770,000 plus 10% for overages and a Clerk of the Works. The grant has an 18-month completion window. The figures work out to repayment of about \$37,000 among the three RSU4 towns. (The usual weighted formula is expected to be used to divide the repayment costs.) No payment is due until the roof project is completed. A public hearing regarding this issue will be part of the School Committee meeting on Wednesday, April 12 at 6:30 at OHHS. A referendum vote will be held on April 25. Jessica requested voters to approve the proposal and vote on April 25th. Joan Thomas also requested support of the voters for this proposal. It is the cheapest we can ever expect to get the needed repairs accomplished. If RSU4 does not accept the award, it will go to others and may not be offered again for many years.
- 5.2 FOAA Policy, John Upham - John advised he would like to bring FOAA Policy issues to the Board at their next meeting.
- 5.3 Repurchase Agreement - Renae Hamel, R 03 Lot 088A on 1 - She has made a \$60 down payment and offered \$50 a month for 12 months on a \$656.30 amount. A motion to approve the repurchase agreement was made by George Thomson, seconded by Rayna Leibowitz and voted 3 -0.
- 5.4 Capital Improvement Plan Summary- Kelly Weissenfels presented a Summary showing the proposed projects and their time lines that have been identified and submitted to the Budget Committee by the departments. Some purchases extend out to 2032/2033. This is intended to be a tool for planning and budgeting. No action was taken at this time.
- 5.5 Kim Renken - Excise Tax Refund requested on purchase of leased vehicle. This vehicle was re-registered and excise taxes were paid in Jan, 2017. She has since purchased it and sought to register it with new plates in her name. By doing that, it was explained to her, she forfeits her right to a credit or refund, according to the Town

Manager and confirmed by Tina Gowell who works for the Bureau of Motor Vehicles. She selected new plates. No action taken.

- 5.6** Judith McPherson - Tax discount for property use - As requested Larry Nadeau visited the property and took photos he showed the Board. The Town owns 25 feet from the center line and we are using as additional 15 to 20 feet on this property. An amount of fill and gravel was put on to build it up to road height so a turn-around was created. It is believed it was originally done for school buses as well as the plows. Bowdoin also uses it to turn around their plow trucks. Some trees on the edge are about 8 inches in diameter, attesting to the longevity of the use of it. If it is to be continued for town use, some additional gravel needs to be added (at Town expense). Larry was asked to contact the owner to discuss what consideration they were seeking. The Town Manager was asked to inquire of the Assessing Agent if he is aware of adjustments to taxes in other towns in this situation. Larry identified that at least a dozen other turnarounds on private property exist and are consistently used. No one else has requested a discount.
- 5.7** Control of Invasive Plants Cost - Larry reported Lindsay Nelson talked with him in the past but the company representative she talked with has left that company so the cost cannot be confirmed at this time.
- 5.8** Board Members Stipend Increase - George Thomson, whose term expires in June, 2017, has proposed an increase for Board members from \$2,000 to \$3,000. The Town Manager was asked to research this issue with MMA to determine if staggered implementation or uniform implementation was appropriate. The issue would be a separate article on the Town Warrant if the decision to include it is made.
- 5.9** Town Manager's Contract - A revised contract was provided to the Town Manager including language that allows her to return to her previous position if employment as Town Manager ends. She accepts this contract. She did not bring it to this meeting, held at the fire station. A motion to approve the contract and allow it to be signed outside the meeting was made by George Thomson, seconded by Rayna Leibowitz and voted 2 - 1. Chairman Russell approves the contract but would prefer to sign it in a public meeting.
- 5.10** Budget Review - Public Works and Garage
- A. The PW Capital Equipment Reserve Account has a balance of about \$125,000. A proposal for purchase of a new truck to replace the 1998 International is recommended and included in the Capital Improvements Plan. Specifications are being developed with several dealers providing recommendations for development of a bid request. Snow removal equipment (plow, wing and sander) can be reused from the truck being retired to reduce costs. Labor costs are reflecting an increase for the Road Commissioner and general labor.
- B. The Garage account includes increased maintenance costs. Painting the interior (using County inmate labor) and adding insulation is planned. Three fourths of the roof needs to have the screws tightened or replaced with longer screws. The fuel tank will need to be replaced within the next four years and need to be added to the Capital Improvement Plan when approximate costs are determined. RSU4 has been paying another town ten cents per gallon for fuel handling. Litchfield has not charged that, but will incorporate that fee to go towards tank replacement. Our contract for fuel at the contract price will end with the next delivery of fuel next week. Many of the RSU4 buses refuel at Litchfield, depleting our reserves a little sooner than expected.
- 6.0** **Unscheduled Business**
- 6.1** Credit and Debit Card Acceptance Information & Rapid Renewal- Diana Larrabee

- A. The cost of the Trio module to handle Credit/Debit card payments is \$1,050 initially with a \$150 annual maintenance charge. Card readers are \$85 each or data can be manually entered for free. A credit/debit card user fee of 2.5% is passed on to the consumers. Bookkeeping seems reasonable.
- B. Rapid Renewal - the Agents Fee for auto registrations was \$14,500 last year. This included initial and renewed registrations.
- 6.2 Personnel Policy Regarding Sick Leave Transfers - Discussion included comments that transferring sick leave among employees has been done in the past in Litchfield. The Personnel Policy does not specifically deny or approve it. Trudy was asked to confirm with MMA that it would not violate any laws or regulations. A motion to approve the transfer of sick leave from Larry Nadeau to a PW employee was approved if it does not violate a law or regulation was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.0 Appointments and Resignations

- 8.1 Kelly Weissenfels - Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer - these positions allow the employee to legally perform the tasks required in the job description. These were approved on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.0 Warrants

- 9.1 Town Voucher #20 for \$360,114.74 (including \$319,000 for education) was approved on a motion by George Thomson, seconded by Rayna Leibowitz and voted 3 - 0.
- 9.2 Town Payroll #20 for \$18,117.69 was approved on a motion by George Thomson, seconded by Rayna Leibowitz and voted 3 - 0.

11.0 Selectmen/Public Discussion/Communication

Jessica Childs advised the School Committee is voting on the final budget on April 24th. The increase is not expected to be as high as last year.

Trudy advised the County budget will be increasing slightly.

Renee Lachapelle asked how to get an article requiring 5 Selectmen on the Town Warrant. Chairman Russell explained the options available to do this.

Chairman Russell directed the Town Manager to review the training offered by MMA in current magazines and send employees to training that they should have.

Chairman Russell directed attention to the MMA magazine article regarding tax breaks for farmers

12.0 Future Agenda Item

- 12.1 D. Blocher Property
- 12.2 Street Lights
- 12.3 Old Mill Rd Bridge
- 12.4 Return of the 7/14/16 Executive session Working Papers
- 12.5 AED needed for Town Office
- 12.6 FOAA Policies

13.0 Adjournment at 9:40 PM.

Respectfully Submitted by Rayna Leibowitz

