

**Town of Livermore
Board of Selectpersons
June 17, 2013 Meeting
Minutes**

Present: Megan Dion, *Chair*, Peter Castonguay, Mark Chretien, Rodney Newman, John Wakefield

1. The meeting was called to order at 6:00 p.m.
2. On a motion by Mr. Wakefield, seconded by Mr. Castonguay, Megan Dion was unanimously elected Chair of the Board of Selectpersons for 2013-14.
3. The Minutes of the June 3, 2013 meeting were accepted as presented.
4. Highway Foreman Roger Ferland suggested that his department work its 40 hour week over a four day work week in order to maximize the number of hours they can work with the rented excavator. He said it would be a time saver, given the amount of time necessary to set up and break down a construction site. He said their temporary hours would be from 6:00 a.m. to 4:00 p.m. Monday through Thursday. On a motion by Mr. Wakefield, seconded by Mr. Castonguay, it was unanimously agreed to have the Highway Department work four 10-hour days, as specified, for the duration of the excavator rental. Mr. Ferland also noted that the rental contract is written for months, not hours, for a flat fee of \$3,200 per month. He also said that Eagle Rental is both flexible and generous, and has allowed additional days and/or weeks for lost time due to breakdowns or other problems. He also reported that contractor Bruce Manzer has started marking centerlines on South Road and Norlands Road in preparation for paving.
5. Treasurer/Administrator Kurt Schaub presented his written reports. He discussed the presentation of the financial statements for the benefit of the new Selectpersons, noting that the first of the three-page report is a running tally of the town's cash position, which is then followed by summary statements of revenues and expenses. He also presented the budget summary that reflects actions taken at the June 12 Annual Town Meeting. He discussed communications he's had with both Inland Fisheries and Wildlife and John Starrett, a forester with Sappi, about the possibility of thinning the trees at the Pines boat launch. Mr. Starrett previously worked in the Woodlands Division of International Paper, which assisted the town with a harvest in the Memorial Forest in the early 2000s. Mr. Starrett said his company has worked with IF&W previously, and would not charge a management fee for preparing the harvest plan and overseeing its operation. Mr. Schaub also discussed the proposed Financial Procedures policy and requested that it be considered for adoption at the July 1 meeting. He also said it has been 10 plus years since the Town's Personnel Policy has been reviewed, and that he and Town Clerk Renda Libby agree it could stand to be updated and more comprehensive. They will work on a revision. He said he also intends to work with Mr. Ferland and Transfer Station Supervisor Juanita Jordan-Bryant on safety policies. RSU 73 submitted a directional sign application. The sign will be placed on Route 4 to direct motorists to the elementary school, and DOT requires local approval. On a motion by Mr. Wakefield, seconded by Mrs. Dion, the application was unanimously approved. Mr. Schaub also discussed the annual contract for the Franklin County Animal Shelter, which goes into effect July 1. The only change is in the dollar amount, which was approved at Town Meeting. Mr. Schaub was also appointed Public Access Officer for the Town, as required by state law.
6. The roster of town Boards and Committees was presented. Mr. Schaub reviewed list, noting that many either have vacancies or might benefit from additional members. A motion was offered by Mr. Castonguay to accept the roster for the 2013-2014 year, and was seconded by Mr. Wakefield. It was noted that John Coolidge should be removed from the Pines Conservation Committee (no longer a resident); that Mr. Newman is no longer eligible to serve on the Planning Board (prohibited by ordinance); that resident Kim Turner requested to be added to the Planning Board; and that Mr. Chretien would like to serve on the Road Committee. The motion was unanimously approved, with the specified adjustments.

7. The proposed Wage/Salary/Stipend schedule for fiscal 2014 was presented. Mr. Schaub noted that it was prepared using figures as recommended during the budget process and approved at Town Meeting. Mrs. Dion said that she favors no adjustment for the Treasurer until the required cross training is complete. Mr. Castonguay offered a motion to accept the Highway Department as presented. The motion was seconded by Mr. Chretien and unanimously approved. Mr. Newman said that, as member of the Budget Committee, he had favored a one percent adjustment for all employees. Mr. Wakefield offered a motion to accept the remainder of the schedule as presented. The motion was seconded by Mr. Castonguay. On discussion, Budget Committee Chair Tina Quirion said she disapproves of blanket percentage wage increases as they favor more highly compensated employees. Mr. Newman offered an amendment to allow the remainder of the schedule as presented for hourly employees, but limit the wage increase to one percent for salaried employees. The amendment was seconded by Mr. Castonguay, and approved by a vote of four in favor, one opposed (Mr. Wakefield). The motion, as amended, was approved by a vote of four in favor, one opposed (Mr. Wakefield).

8. Resident Dwight Hines discussed his June 10 and 14 letters to the Selectpersons regarding the denial of his Property Tax Abatement Application, noting that he had not yet received a reply. Mr. Schaub said that the Selectpersons could not reply to either as proper consideration of them may only take place in a duly called public meeting. He acknowledged Mr. Schaub's initial reply on June 11. Mr. Schaub said that, unless the Selectpersons opt to reconsider the application, the only recourse for appeal is to the Androscoggin County Commissioners. He also said that both the abatement and appeal process put the burden of proof on the applicant to demonstrate that his/her property was valued in a manner that is inconsistent with similar properties in town, and that neither of his letters reference that requirement. Mr. Schaub offered to meet with Mr. Hines to review state reports relative to the town's assessing.

9. Mr. Wakefield said he wanted to assure the new members of the board that the town has liability insurance in place that will protect them, on an individual basis, from legal issues that might arise as the result of their service on the Board of Selectpersons.

10. The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Kurt E. Schaub