

Town of Livermore

Board of Selectpersons

Minutes of August 25, 2014, Meeting

Members Present: Mark Chretien (Chair), Rod Newman, Tim Kachnovich, Megan Dion, Peter Castonguay

The meeting was called to order at 6:01 pm

Approval of the minutes of August 11, 2014 meeting.

- Motion made by Peter Castonguay to approve the minutes as presented; second by Megan Dion. Vote: unanimous

Reports:

Highway Foreman Report:

- Road side mowing: was not advertised in the paper as a bid item. Peter Castonguay advised that water not going into ditches and the tall grass is posing a hazard in terms of line of sight. Roger Ferland reported that the transfer station field out back also has to be mowed to meet state requirements. Discussion result was to put this item out to bid for next year with the stipulation that work be completed by the end of June.
 - Motion made by Peter Castonguay to contract with Richard Crocker for roadside mowing; second by Megan Dion. Vote: unanimous.
- Backhoe: Roger reported that he received the quote from NITCO for repair items and that they had offered the use of a replacement backhoe while the Town's was out for repair alleviating the need for renting one. The quote was for almost \$15,000. Peter requested Roger contact Dave Barker (farmer from Leeds) for an estimate.
- Roger reported that the hydraulic cylinders on Case (transfer station backhoe) need to be replaced. Roger will contact Dave Barker for and estimate on this work also.
 - This piece of equipment is going to need rims—they are not losing air at this time so there is no immediate need to replace. Roger will try to locate some used rims. This item will be dependent on the budget.
- Peter asked about the progress with excavating. Roger reported that he and road crew is out straight with washouts. He stated that Poland Hill all set and that Shackley hill washed out again with the last storm.
- Peter questioned of Roger why Amy ordered the salt? Roger stated that he had never ordered salt prior—it was always done by the Administrative Assistant. Peter asked that Roger start doing this work due to knowledge of what is needed for materials. Amy explained that AVCOG sent a form for

the salt order and researched with Roger the amount that needed to be ordered. The salt vendor is going to guarantee pricing for up to 75% over what was ordered (ordered 510 tons).

- Rod asked about winter sand. Roger stated that we are anticipating purchasing 4500 tons.
- Tim questioned whether a letter was sent to Easy Rent-All regarding the damage and subsequent repair to Round Pond Road. Roger reported that it had not been completed and the repair was done 2 weeks ago. Carrie will draft a letter and send it out this week.
- Cold mix: There was discussion around needing 300 yards in all the bad spots. It was decided to try some on the Goding Road and Maple Lane Road.
 - Rod requested that the Road Committee come up with a plan for repair of the Norton Road. Last storm almost took out the pavement. Rod stated that he would like to see pavement on the steepest part of Norton Road—approximately 600 feet.
 - Motion made by Mark to purchase 300 yards of cold mix from Allstate Paving; second by Rod. Vote: unanimous.
- Highway Capitals: Culverts on the River Road still need to be replaced, however, the road crew has been too busy with washouts to get to this work.
- Megan asked that it be noted that she appreciates Ron's paperwork and records of work.

Treasurer Report:

- The balance in the checking account is dwindling. Amy reported that we are ahead of where we were last year, but there isn't much left for operating costs.
- Amy presented a reformatting excise tax collected chart showing month to month and year to date total.
- She attended training at MMA for Treasurers and Tax Collectors. We are now in compliance with a couple things that previously we were not.
- Amy has completed FOAA training.
- Two classes scheduled for September; budgeting and accounting. We are currently not using components of TRIO that we pay for. This training will provide the information on how to more thoroughly use this software.
- Androscoggin Bank: Lena Hann came to the Town Office with new signature card. She also provided information as requested on direct deposit for the employees. There is no charge for this service. Lena also presented information on the Town's ability to accept tax payments online through our website. The fee for this service is paid by the customer.
 - Motion made by Megan Dion to implement direct deposit for employees and to establish online tax payments; second by Tim Kachnovich. Vote: unanimous.
- 117 accounts have gone to lien. Payments are coming in—people tend to forget the second half of their taxes.

- TAN paperwork has been completed. This needs to go out to sealed bid. Amy requested a cutoff date and the banks from which the board would like bids. Bids will be opened at the next meeting.
 - Motion made by Rod Newman to contact TD Bank, Androscoggin Bank and Camden National Bank for bids due at the Town Office no later than 6 pm, Monday, September 8, 2014; second by Peter Castonguay. Vote: unanimous.
 - Mill rate: Amy presented information on the mill rate. If the rate stays the same (14.2) it would generate approximately \$53681 overlay; 14.3 leaving potential 72583; 14.4 potentially leaving 91486. There was discussion around the need to build a “cushion” to stop borrowing money and paying interest to others instead of ourselves. Rod stated that the overlay was used during the winter months for roads leaving little surplus. Mark stated that we need to build a surplus for school budget implications. Amy also stated that this is the last year of the Memorial Forest income. Megan discussed that an undesignated needs to be established for the overlay so it is not categorized as carry forward. This has been a recommendation of the auditors. Amy will check with Vernice Brooks to determine the process for establishing an undesignated fund.
 - Motion made by Peter Castonguay to increase the mill rate by 1; second by Tim Kachnovich. Vote: unanimous.
 - Amy stressed that we are working toward a clean audit.
 - The last payment on the International truck has been made as part of tonight’s warrant.
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- Administrative Report:
 - Mildew in the entry to the fire station is still there. There was discussion around it being washed with bleach then painted with oil based primer and latex paint. Carrie will see Dan about completing this work.
 - Megan brought up the Verso power plant in Livermore and the potential impact with re-evaluation of the Verso Mill in Jay. She said in the past there had been some discussion around Verso also requesting a revaluation of the power plant. Carrie will contact Paul Benette to discuss this with him.
 - Meet the new Administrative Assistant reception: It was decided that the reception will be on Monday, September 22, 2014, at Tee Time Tavern. The regular selectperson’s meeting will be held at Tee Time Tavern prior to the reception. Carrie will contact the tavern to see if they can accommodate us and will make sure media knows about the location change. She will also see if they can offer a limited menu that evening to accommodate patrons. Amy will check into getting a cake.

Old business:

- Repair of 2008 GMC: Roger reported that he is still awaiting estimates from Howie's Welding and Adam Sampson.
- Town voting computer needs to be ordered.
 - Motion made by Megan Dion to purchase Dell computer as specified to Town Clerk; second by Tim Kachnovich. Vote: unanimous.
- Discussion on security practices on Town computers. The only system that is backed up is the TRIO system. Carrie will check with Harris Computing to assure it is backing up as designed.
- Security practices: There was discussion on utilizing an external hard drive option. It was requested to have a bonding agent come look at system and make recommendations for system security. Carrie will contact MMA to see what is available and will check security procedures/protocol.
- Roadside mowing – see Road Foreman report
- Office hours: Renda was on vacation and not available for comment.

New business:

- Sand bid: There was discussion by the board as to the amount of sand that will be required for this winter and what was budgeted.
 - Motion made by Rod Newman to advertise 4500 yards of sand, delivered, mixed and piled out to bid due September 8, 2014, 6 pm; Second by Tim Kachnovich. Vote: unanimous.
- Heating oil: Amy had started process, Carrie will check with school and town of Jay and Livermore Falls for pricing. The Town uses an estimated 1700 gallons at the two locations: Town Hall and Town Garage. Carrie will contact Blanchard's, Murray Oil, Winthrop Fuel, CN Brown, Fabian Oil and Dead River.
 - Motion by Tim Kachnovich to solicit pricing on 1700 gallons of heating oil from Blanchard's, Murray Oil, Winthrop Fuel, CN Brown, Fabian Oil and Dead River; second by Peter Castonguay. Vote: unanimous.

Health officer:

- The Town extends its' sympathies to the family of Annie O'Shea. It was discussed that Jean Tardiff contacted Theresa Timberlake, RN, to see if she would be willing to accept an appointment to this position to replace Annie. Theresa has agreed to accept.
 - Motion by Megan Dion to appoint Theresa Timberlake to the position of Health Officer for the Town of Livermore; second by Rod Newman. Vote: unanimous.

Public comment:

- Mr. Hines passed out a sheet demonstrating competitive bid estimated savings. He went through annual reports and pulled items/services purchased. His data is based on national survey information.
- Mr. Hines asked if it was possible to get volunteers to participate in town government.

Other:

- Board/Committee vacancies: Megan asked Carrie to check into the various Town boards and committees for vacancies.

Adjourn: Motion made by Tim Kachnovich at 7:44 pm to adjourn; second by Peter Castonguay. Vote: unanimous.