

**Town of Livermore**  
**Board of Selectpersons**

**September 8, 2014**

**M I N U T E S**

1. Call to Order and Pledge of Allegiance

The meeting was called to order at 6:00. Present: Rod Newman, Mark Chretien, Megan Dion, Tim Kachnovich, Peter Castonguay arrived at 6:03.

2. Approval of the minutes of August 25, 2014 meeting

A motion was made by Megan Dion to approve the minutes of the August 25, 2014, meeting; second by Tim Kachnovich. Vote: unanimous.

3. Reports

a. Town Clerk

- Mrs. Guild reported that things are going well in the office. Tax bills went out last week and Mr. Binette will be in on Friday for questions from residents.
- Mrs. Guild voiced concerns about Treasurer/Tax Collector position. She provided a brief explanation of position and the limitation of abilities to keep things current. i.e., liens need to be discharged from May, June, July and August. She requested that the board revisit the number of hours dedicated to this position.

A motion was made by Megan Dion for the Treasurer to use flexible hours for the next two weeks to get caught up and present the board with an update at the next meeting; second by Peter Castonguay. Vote: unanimous.

- Mrs. Guild reported that she will be creating a survey regarding the town hours. Results will be collected until voting day on November 4. She also stated that she will be collecting recommendations for dedication of the Town Report at the same time.

b. Treasurer Report

- Income is now just shy of what we're spending with this warrant.
- Excise tax is up comparatively.
- Property tax money is starting to trickle in.

- The Town has received the first half of homestead exemption reimbursement from the State.
- The computer that was ordered for Resident voting computer arrived today.
- Mrs. Byron attended budget process training and reported that it was very informative. She is hoping to improve the budget process for the board and committees utilizing her new learnings.
- There was a minor error in processing the tax liens. The Town needs to send copies of the recorded liens to the property owners. It will be completed this week.
- There was an excise tax reimbursement to correct a registration on a large truck.
- Direct deposit. Due to federal regulations, the bank needs the payroll file two days prior for processing. There are two options; change the pay week or change the payday. Direct deposit is an option and is not mandatory—employees can still get a paper check on Monday. Mrs. Castonguay will draft a memo to employees letting them know direct deposit will be available in their accounts no later than Wednesday should they choose this option.

A motion was made by Megan Dion to keep the pay week the same, process payroll on Monday, and adjust payday to Wednesday; second by Peter. Vote: unanimous.

- On Thursday, September 11, 2014, Amy will be attending tax law class in Bangor.
- 2.6 million in tax bills have been mailed.
- Online payments update. Lena Hann from Androscoggin Bank will be providing training on uploading and setting the files for establishing online tax payments.

#### c. Administrative Report

- A reception has been planned for the new Administrative Assistant at Tee Time Tavern, for Monday, September 22, 2014. The select board will meet at 6 pm at Tee Time Tavern and will adjourn to the reception. Trish Hines advised that the will have menu options and a cash bar available. The Town will provide a cake.
- The mildew in the fire station has been bleached and painted with Kilz primer and paint.
- Mrs. Castonguay met with the superintendent. Mr. Healey indicated that the adult education program will be moving to the Cedar Street Learning Complex by the end of December. He also stated that if there were remaining funds from the additional appropriation for adult education the funds would be returned to the towns. Mrs. Castonguay will be meeting regularly with the superintendent and the two managers from Livermore Falls and Jay beginning in October.

- Mrs. Castonguay had a conversation with Paul Binette, Assessor, regarding the revaluation of the Verso Power plant in Livermore. Mr. Binette stated that there has been no indication from Verso for revaluation of any of their three power plants.
- Mrs. Castonguay presented workshops for approval as well as the MMA Conference. Mrs. Guild and Mrs. Tardif will be attending Conference on October 1; Mrs. Byron and Mrs. Castonguay will be attending Conference on October 2.
- The Sonicwall security suite expired Saturday, September 6, 2014. Mrs. Castonguay will explore options for either renewing this license or an alternate. The license renewal for two years with API is \$441.25.

A motion was made by Mark Chretien for Mrs. Castonguay to expend up to \$441.25 for computer security; second by Rod Newman. Vote: unanimous.

#### 4. Old business

##### a. Repair of 2008 GMC

- Mrs. Castonguay presented an estimate from Howie's Welding for sand blasting and repair of the 2008 GMC in the amount of \$1500 to \$2000 dependent upon the amount of deterioration after sand blasting.

A motion was made by Mr. Chretien to spend up to \$2000 for repair at Howie's Welding; second by Rod Newman. Vote: unanimous.

##### b. Backhoe repair

- Mrs. Castonguay presented an amended estimate from NITCO in the amount of \$11,486.00 for repair of the highway department backhoe.

A motion was made by Mark Chretien to appropriate \$11,486.00 as long as the replacement hydraulic pump is new and this estimate includes a loaner backhoe; second Tim Kachnovich. Vote: unanimous.

##### c. Office hours

- See Town Clerk report.

##### d. TAN

- The Town received two bids for the Tax Anticipation Note (TAN). Androscoggin Bank and Camden National Bank. Androscoggin bank 2.62%; Camden 0.87%:

A motion was made by Peter Castonguay to enter into agreement with Camden National Bank for \$275,000 at 0.87% per annum; second by Megan Dion. Vote: unanimous.

##### e. Sand Bid

- The Town received two bids for delivery, mixing and piling of winter sand from R.S. Pidacks and ACV Sand and Gravel. ACV 7.85 per yard; R.S. Pidacks 6.25 per yard.

A motion was made by Megan Dion to contract with R.S. Pidacks for the purchase of 4500 yards of winter sand per quote; second Tim Kachnovich. Vote: unanimous.

f. Fuel Bid

- The Town received two bids received from Dead River and Blanchard's Discount Fuel. Dead River presented a fixed price of 3.2413 per gallon; Blanchard's Discount Fuel presented a fixed price of 3.239 per gallon.

A motion was made by Tim Kachnovich to contract with Blanchard's Discount Fuel for 1700 gallons of heating fuel for the Town Office and Town Garage; second Peter Castonguay. Vote: unanimous.

5. New business

a. Flood Plain Ordinance

- There was an administrative error in the Flood Plain Ordinance that was approved at Town Meeting in June. The D should have been an E in the panel.

A motion was made by Rod Newman to adopt the administrative corrections; second by Tim Kachnovich. Vote: unanimous.

b. Cement Pad for Transfer Station Compactor

- Mr. Chretien stated that we need to start the process for installing the cement pad for the new single sort compactor. The specifications should be the same as the as other compactor. Mrs. Castonguay will check with Richard Marble, Code Enforcement Officer, to see if he has the specifications. Once compiled the board will be presented bid documents for approval and an RFP will be issued.

6. Other

- A motion was made by Peter Castonguay to hire Donnie Mercier to use his grader to lay down the cold mix that was an approved purchase at the August 25, 2014, meeting; second by Tim Kachnovich. Vote: unanimous.
- Mrs. Castonguay will check with Phil Poirier to check website software status and capacity. The current web designer informed the Town there would be a required purchase of additional software in the amount of \$200 for the Town to be able to update the website.
- Mr. Newman and Mr. Kachnovich received their elected official training. Mr. Newman reported that his new learning included that the official minutes of the select board need only include motions and votes. There was discussion about simplifying the minutes.

7. Public Comment

- Mr. Hines asserted that MMA is giving inaccurate information. He feels that hiring a private attorney would be more cost effective.
- Mr. Hines reported that he attended the Chamber Meeting this past Friday and he was pleased to see the Administrative Assistant at the meeting.

#### 8. Adjourn

A motion was made by Rod Newman to adjourn at 7:38; second by Peter Castonguay.  
Vote: unanimous.