

Town of Livermore

Board of Selectpersons

November 2, 2015

MINUTES

Present: Tim Kachnovich, Megan Dion, W. Tom Gould, Peter Castonguay arrived at 6:32 pm. Mark Chretien was absent.

Call to Order and Pledge of Allegiance

- The meeting was called to order at 6:30 pm.
- 1. Approval of the minutes of October 19, 2015, meeting

A motion was made by Tim Kachnovich to approve the minutes as presented; second by Tom Gould.
Vote: unanimous.

2. Reports

a. Treasurer Report

- Excise for October was \$33,927.50; approximately \$7,100 above October of last year. November is off to a strong start.
- FY2016 tax money is steadily rolling in.
- Online payments have been made by a few residents. We are happy this service is being used.
- Lien money coming in; 74 accounts - 2015; 28 accounts – 2014 remain outstanding
- 11 rapid renewal transactions have been recorded to date. We are impressed with how well this has been received by residents.
- Megan questioned the wording in one location on the audit. Amy will explore and come back with answer for next meeting.

b. Administrative Report

- Carrie discussed implementation of a complaint form and policy. She will bring forward at a later date a draft policy and form.
- There will be a culminating meeting of the Growsmart Maine grant. The meeting will be December 3, from 4 – 7 pm at the Livermore Falls Town Office.
- Goodwin Well will be here Friday to install the radon system.
- A resident had a complaint about the condition of the Bowles Road.

3. Old business

a. Municipal Financial Procedures Policy

- The Walmart credit card was added back into the policy as the issue with our tax exempt status has been resolved.
- Megan questioned the percentage of undesignated fund balance and the need for an accurate, more attainable number. The recommendation of our auditor is 25%; we have approximately 3%. We would have to implement a savings plan in order to meet that level of fund balance. It would require a change in our procedures in terms of reducing commitment.

- Another highlighted area was routinely drawing from the undesignated fund. Left over money rolls into the general fund at the end of the year.
- Ultimately a change in procedure would require a town vote. It is, however, a mark against the Town on the yearly audit.

A motion was made by Tim Kachnovich to approve the Municipal Financial Procedures Policy with discussed changes; second by Megan Dion. Vote: unanimous.

b. Post Issuance Compliance Policy

- This policy is brought forward as a recommendation of the Town's attorney designating the treasurer responsible for reporting, making sure we have consulted with an attorney, and that the proceeds are being used in accordance with directives. The policy assures the bond will be part of our audit and assures the proper form will be sent to the IRS. Amy has received confirmation from the IRS on last two notes that the paperwork has been filed and received by the IRS.
- Tom Gould questioned the positions named in policy and whether we have people in these positions. It was recommended that assistance from bond council be sought to alleviate some level of responsibility from one person and for checks and balances.
- Megan Dion questioned who recommended that this policy be implemented. Amy stated that it is a recommendation by the Town's attorney in the event of an IRS audit. The IRS would be looking for assurance that this policy is in place and is adhered to.
- Amy will bring back an amended policy at a later date after further research.

A motion was made by Tim Kachnovich to approve the Post Issuance Compliance Policy as presented; second by Tom Gould. Vote: unanimous.

4. New business

a. Card Holder Agreement Form

- The town has debit cards held by department heads. This will assure they know the responsibilities and liability.

A motion was made by Megan Dion to approve the Card Holder Agreement Form as presented; second by Tim Kachnovich. Vote: unanimous.

b. Highway Department Resignation

- Carrie presented the resignation of Randy Tirrell, effective November 6, from the highway department.
- Tom would like an exit interview with Randy Tirrell. Carrie will check and see if he is willing to complete an exit interview.

A motion was made by Tom Gould to accept the resignation of Randy Tirrell as per his request; second by Peter Castonguay. Vote: unanimous.

5. Public Comment

- Mr. Hines provided public comment.

6. Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter

A motion was made by Peter Castonguay to enter into Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter at 7:18 pm; second by Tim Kachnovich. Vote: unanimous.

- Out of executive session at 7:57 pm

7. Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter – highway applications

A motion was made by Peter Castonguay to enter into Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter – highway applications at 7:59 pm; second by Megan Dion. Vote: unanimous.

- Out of executive session at 9:10 pm

8. Adjourn

A motion to adjourn at 9:11 pm was made by Tim Kachnovich; second by Tom Gould. Vote: unanimous.