

Town of Livermore Board of Selectpersons

January 25, 2016

Amended February 2, 2016

MINUTES

Present: Megan Dion, Tim Kachnovich, Peter Castonguay and Mark Chretien arrived at 6:31 pm. W. Tom Gould was absent.

Call to Order and Pledge of Allegiance

- The meeting was called to order at 6:31 pm.
- 1. Approval of the minutes of January 11, 2016, meeting

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

- 2. Approval of the minutes of January 14, 2016, meeting

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

- 3. Reports

- a. Fire Department Report

- Donald provided information and an estimate for work to the garage doors. The doors are not in compliance with codes and need to have sensors installed.
 - The board gave the directive to have the work completed to bring the doors to compliance, but to get another estimate for the work prior to proceeding.
- The Squad Truck and Engine I have had some repairs. Engine I is having some brake issues and will be sent to the shop as soon as Engine II returns to the Station. Engine I is the same make and model truck that was in a brake failure accident in Harrison this past week.
- Engine II is gone for 3 weeks for repainting. This is an approximately \$20,000 paint job that is covered by the truck's warranty. Chief Castonguay commended his firefighters for spotting the deterioration in the paint and pursuing the warranty work.
- Firefighter numbers are holding steady at 18. There continues to be minimal coverage during the day due to the number of firefighters working out of town.
- The Department responded to 65 calls last year. Chief Castonguay anticipates an increase of at least 20 calls per year due to the implementation of first responder training.
- The Department received a \$2,800 grant from the Forestry Department.
- Peter Castonguay stated he is getting questions from Leeds residents regarding the Livermore Falls Department. Chief Castonguay reported known information. He stated that he is now monitoring the scanner for calls in Livermore Falls and is responding as to assist their department.

- b. Highway Foreman Report

- Mr. Whitney reported that a hose was blown during one of the storms and was repaired by one of the reserve drivers. He stated he is pleased with the performance of the reserve drivers.
- The crew plowed snow drifts for 2 ½ days.

- The 2010 International was sent to Morrison's for electrical issues. The speed sensor that is on the end of the transmission was the issue. Morrison's charges \$65.00 per hour for labor.
- The crew is back on the Hahn Road working on brush cutting.
- Peter Castonguay received a call regarding closing private roads to winter maintenance. The caller stated that these are driveways and the town is wasting tax payer money plowing them.
 - Mr. Whitney added that there is no liability coverage for the town on private roads as it is against State Statute.
 - There was discussion on again taking this issue to town meeting.

c. Treasurer Report

- Excise collected: \$15,533.94; this amount is approximately \$4,900 behind January of last year.
- Rapid renewal is still active.
- Year-end went well and 1099 and W-2's were mailed last week.
- The Sand/Salt Shed loan documents are still in process.
- Ms. Byron is still compiling vacation, comp and sick time research.
- Update on liens: 22 remaining for 2014; 65 remaining for 2015.
- 30-day foreclosure notices for Fiscal Year 2014 were sent out last Friday.
- There was a discussion on an outstanding PO from November. The vendor can't find the quote. Mr. Whitney will take the truck to the vendor for reference and to provide an accurate fee for service.

d. Administrative Report

- MSDS sheets for the Transfer Station and Highway Garage need to be updated and replaced by April 1, 2016. Carrie is working with Ms. Jordan-Bryant and Mr. Whitney to assure compliance.
- Carrie reminded that board that the Planning Board meeting has been rescheduled to this week. She stated that there has not been a quorum since September.
- An update on the maintenance position was provided.
- The new recycling compactor at the Transfer Station is going to be fixed. Jim O'Regan from OCRR stated that it was made wrong.
- There was discussion on phone service. Expenet, the Town's IT contractor, is now providing phone service for a competitive price that includes a fax line. Carrie will research and report back.
- Carrie complimented Jerry and Ben for their work during the recent transition within the highway department.
- Carrie has been called for Jury Duty February 5, 2016.
- There is a meeting on February 8, 2016, at the school regarding the RSU's funding formula for the three towns. It was decided to change the select board meeting to the following day, February 9, 2016, so select board members and Carrie may attend. The school finding meeting will be on Monday, February 8, 2016, 6:00 pm, at the superintendent's office.
- The Fiscal Year 2015 management letter draft was presented to the board for review and comment. Carrie would like to approve for the auditor by the end of the week.
- An issue with the 30-day foreclosure notices was brought to Carrie's attention. It was determined that the wrong date of automatic foreclosure was on the notice. They will be re-issued with the correct date and a cover letter that will start the 30-day clock again from the date of the letter.
- Carrie presented an update on the Legal Fees account.

4. Old business

a. Sand/Salt Shed

- i. 50% plans were provided for review
- ii. Mr. Braley stated in an email that the estimated cost is \$400,000

1. Next steps: Carrie will email Mr. Braley to determine if there are potential cost savings and other construction options. Carrie was asked to get the truss dimensions from the engineer. There was discussion of the estimated cost presented at the initial meeting of \$300,000.

5. New business

a. Appointment for Reserve Highway Positions

A motion was made by Tim Kachnovich to appoint James Richards as a Reserve Highway Worker; second by Peter Castonguay. Vote: unanimous.

A motion was made by Tim Kachnovich to appoint Joe King as a Reserve Highway Worker; second by Peter Castonguay. Vote: unanimous.

b. Updated job description for Driver #1.

- Megan Dion asked for a discussion of the current job descriptions for the highway department. Driver/mechanic was discussed by Peter Castonguay and Megan Dion. Tim Kachnovich stated his concern over the cost for a mechanic. There was consensus that employees need to be able to perform general maintenance of vehicles and equipment. There is no expectation of transmission and/or engine work. Mr. Whitney stated that a person needs to be certified to work on brakes. The new description needs to include equipment operation as an item.
- Mr. Whitney stated that he is working on developing a Maintenance Log for all trucks and equipment.

6. Public Comment

- Mr. Hines provided public comment.

7. Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter: Highway Position Applications Review

A motion was made at 7:58 pm to enter into Executive Session - 1 M.R.S.A. §405(6)(A) Personnel Matter: Highway Position Applications Review by Peter Castonguay; second by Megan Dion. Vote: unanimous.

Out of executive session at 8:26 pm.

8. Other

- There was a discussion regarding MMA insurance.
- Mark Chretien spoke of cutting brush on other roads versus continuing on Hahn Road: River Road, Robinson Road and Sanders Road have small brush that needs to be cut back. Mr. Whitney said they will start working on those areas.

9. Adjourn

A motion to adjourn was made at 8:33 pm by Megan Dion; second by Peter Castonguay. Vote: unanimous.