

# Town of Livermore

## Board of Selectpersons

June 13, 2016

### MEETING MINUTES

Present: Peter Castonguay, Megan Dion, Tim Kachnovich, Tom Gould, Mark Chretien

#### Call to Order and Pledge of Allegiance

1. Catering Permit – Calzolaio Pasta Company @Maple Lane during Golf Tournament
  - a. A motion was made to approve the permit by Megan; Second by Tim. Vote: unanimous
2. Approval of the minutes of May 31, 2016 meeting
  - a. A motion was made by Tim; Second by Mark. Vote: unanimous
3. Reports
  - a. Town Clerk Report – Amy
    - i. Renda would like the Board to know she is working with the Assessor to get taxes ready for commitment. They also worked on Personal Property Declarations and there are still a few business owners that have not returned paperwork. Paul will be assessing an amount and sending them a bill.
    - ii. Voting is tomorrow from 8 AM to 8 PM in the Fire Station and Town Meeting is Wednesday at 7 PM at Livermore Elementary School.
  - b. Highway Foreman Report – Amy
    - i. Ben and the crew have started ditching on the Gibbs Mill Rd. There is still some light ditching between Robinson Rd and Castonguay Meats to be done.
    - ii. The metal pile at the Transfer Station has been sifted and they completed the gravel/rock dust foundation. It took a day and a half, 20 yds of gravel and 10 yds of rock dust. They also removed the debris on the Sand/Salt Shed site. There are some large plastic tanks along the woods line that Ben isn't sure how to dispose of.
    - iii. The trucks have been cleaned and fluid filmed. They replaced an alternator on the F550. It also has a wiring issue that could not be found. The 2006 International is at Murray's for a broken leaf spring.
    - iv. The entrance to the Ball Field has been repaired.
    - v. Beechwood Terrace sign has been replaced. A resident asked about patching potholes. Ben has not addressed the patching as he was unsure of the status of the road. (Tom will check.) Mark suggested the crew may want to check all the hills for washouts.
    - vi. The Town Office parking lot was swept and the Town Office was powerwashed. The sand was swept to the edge of the lot as has been done in years past. If this needs to be corrected, just let Ben know and they will work it in.
    - vii. With the bad weather/wind, they have had several trees down and a washout on Goding Road. The washout required about 4 yds of gravel to repair. In regard to trees down, what is the Town's responsibility on removal? Should they just move it out of the roadway OR do they need to take it to the Transfer Station?
  - c. Transfer Station – Amy
    - i. Juanita was notified by BDS of changes in their tire disposal rates. It was suggested that we match BDS in order to cover our costs. Amy will work with Juanita to update the price sheets.

1. A motion was made by Megan to match BDS prices; Second by Tim.  
Vote: unanimous

d. Treasurer Report – Amy

- i. Excise Tax for May = \$50,475.42 and June = \$13,154.43 putting us \$59,203.89 ahead of our Fiscal Year goal.
- ii. Rapid Renewal and Online Tax Payments are becoming more and more popular.
- iii. Amy reported that there are upcoming changes to our Credit Card Processing. She is working with Lena from Androscoggin Savings and anticipates a “go live” date sometime before July 1.
- iv. 2015 Liens are unchanged from two weeks ago. (45 accounts with an outstanding balance of \$36,009.71)?about Website

e. Administrative Report – Amy

- i. It continues to be BUSY in the office.
- ii. Amy attending HR training last week.
- iii. The Highway job postings are out and close Friday, June 17<sup>th</sup> at 4 PM. We will review applications at the next Selectmen’s Meeting.
- iv. Amy will be posting the Office Fill-In position with applications to close July 11, 2016 at 4 PM.
- v. The Town Report has received good feedback and they are going fast.
- vi. The Security System for the Highway Garage is on back order.
- vii. Fiscal end of year is coming up on Thursday, June 30. The office will be closing at noon.

4. Old business

a. Sand/Salt Shed – UPDATE

- i. Tom met with the Budget Committee and presented the PowerPoint presentation before Town Meeting. It was well received. There is still a concern about the effect this will have on the mil rate. Many residents are concerned about rising taxes. One suggestion was to adjust our Capital Highway Budget to accommodate this project. There was some discussion about the reasoning behind the two recommendations. (\$300,000 vs \$330,000) The \$330,000 budget includes money to do the River Road project as well as cold mix. The cold mix will be put out to bid after July 1.

b. Personnel Policy

- i. The concern some employees have is changes that were made in regard to Concealed Weapons. There was some discussion on possible concerns with our Risk Insurance. (Amy will check with Marcus at MMA.)
- ii. A few other suggested changes were to clarify the personal time policy. As it stands our policy does not state what happens to accrued time upon separation. Amy will correct, adding the policy right before Section 6.2. Tom suggested that we should look at Article 9.1 due to some inconsistencies in how the circulating of petitions on Town property has been handled. TABLED
- iii. A motion was made by Megan to change the Concealed Weapon section of the policy back to the original wording; deleting the MRSA; Second by Peter; Vote: unanimous

c. Administrative Assistant Job Description

- i. The following changes should be made to the Administrative Assistant Job Description:
  1. Eliminate Town Charter
  2. Incorporate 1 & 7 into one bullet – “presides over hiring committee, evaluates and directs Town Employees”
  3. \*\*Amy will retype and bring back to next meeting.\*\*

5. New business

a. Town Email & FOAA

- i. At one time getting tablets for the Selectmen was discussed. This is not in the budget.
- ii. We looked at alternatives -- decision TABLED. (waiting for opinion from MMA Legal)

6. Public Comment

- a. Pam Harnden asked Amy to get the change in tire prices her and she will run a story.

7. Adjourn

- a. A motion to adjourn @ 8:10 PM by Mark; Second by Tim. Vote: unanimous

Upcoming Dates:

- Elections – Tuesday, June 14, 2016 – 8 AM to 8 PM at Fire Department
- Town Meeting – Wednesday, June 15, 2016 – 7 PM @ LES Gym
- Planning Board – June 22, 2016 – 6:30 @ Town Office
- Fiscal End of Year – June 30, 2016 – Office closing at NOON
- Select Board Meetings – June 27, 2016 and July 11, 2016 - 6:30 pm @ Town Office

