

TOWN OF LIVERMORE

Board of Selectpersons

MEETING MINUTES

May 2, 2017

6:30 PM

PRESENT: Mark Chretien, Wayne Timberlake, Tom Gould, Tim Kachnovich, Megan (6:32)

DEPT HEADS: Roger Ferland, Amy Byron, Donald Castonguay

RESIDENTS: Dwight Hines, Francine Castonguay

PRESS: Pam Harnden

1. Call to Order – 6:30 PM
2. Approval of Minutes - April 18, 2017
 - a. Tim made the motion to accept the minutes as presented; Second by Mark. VOTE: unanimous
3. Reports:
 - a. Town Clerk Report – AMY BYRON for RENDA GUILD
 - i. Amy reported that it has been extremely busy in the Office. Amy and Renda have registered 61 vehicles yesterday and today. They have also processed 7 tax payments, 11 MOSES registrations and 3 Vitals requests. (We did not have office fill-in help available.)
 - b. Highway Foreman Report - ROGER FERLAND
 - i. Roger confirmed with the Board that it was OK to start working four 10-hour days, (Mon – Thurs 6 AM to 4 PM) Roger reported he had received prices on sweeping: Adam Castonguay quoted \$110/hour (40 hours) Adam will haul the sand swept up and Roger proposed using a Town truck to avoid down time. He stated he can't get a rented sweeper any more. Mark made a motion to contract with Adam Castonguay for the sweeping job; Second by Tim VOTE: unanimous
 - ii. Megan asked about using a fourth man. She felt it shouldn't be necessary. Mark Chretien disagreed and stated if there is money in his budget, it shouldn't be a problem. Megan asked if this standard would be applied to other departments such as the Town Office? Mark felt we shouldn't be micro-managing. Wayne stated if he needs the extra help to get caught up, he should have it. Megan stated the budget isn't the issue. Tim: felt that if Roger can keep the time under the threshold, and predict needs, he should manage his department. Roger reminded the Board that there are lots of things broken (ie. pole saw) and it is hard to believe the amount of damage caused in 6 months, but he will follow the Board's wishes.
4. Open Cemetery Mowing Bids
 - i. Megan made a motion to move the Cemetery Mowing Bids up on the Agenda; Second by Tom.
VOTE: unanimous

7 bids:

- ii. 1 – Ross LaFreniere - \$19,500, \$20,000, \$20,500
- iii. 2 – James Chretien - \$17,500 each year
- iv. 3 – Steve Gendron - \$13,200, \$13,400, \$13,600
- v. 4 – Robert Martin - \$16,500 each year
- vi. 5 – Mike Webber - \$20,000, \$20,500, \$20,800
- vii. 6 – Jeremy Richard - \$19,500, \$19,750, \$20,000
- viii. 7- Keith Cornelio - \$15,126, \$15,136, \$15,146
 - Mark will abstain from discussion and voting as an uncle bid on the job. There was a short discussion on insurance requirements and the budget.
 - Wayne made a motion to go with the low bidder; Second by Tom.
DISCUSSION: (Input from public was allowed.) It was noted the low bidder is from Lewiston. There was some concern whether the distance would be a problem and how he would prioritize the job. Tim was concerned with the low price and the fact that the bidder was out of Town. Megan shared his concern. Tim suggested next time we put this out to bid we ask for list/photos of equipment. Many other Towns do. Experience is a concern. VOTE: opposed
 - Megan contacted Steve Gendron: He confirmed he had Gen Liability and Workman's Comp. He has 2-zero turns, push mowers, trimmers, etc. He confirmed he had walked cemeteries and he says he can get everything ready for Memorial Day. *Input* from public: if he doesn't fulfill duties, what is the recourse? There needs to be a consistent standard of evaluation.
 - Megan contacted Keith Cornelio: He stated he has 2 lawn tractors, 1 push mower and 2 trimmers. He said if given the contract he would have to hire a couple of boys. (He did not confirm if he had Workman's Comp coverage.)
 - There is an urgency to make a decision as we have a short timeline to get the cemeteries ready for Memorial Day. We *NEED* to move tonight!!
 - Robert Martin: Mr. Martin was in attendance. He has 9 years experience. He has an experienced business partner, has the necessary insurance coverage and his bid is within budget. Tim made a motion to award the contract to Robert Martin; Second by Megan. VOTE: unanimous

b. Fire Department – DONALD CASTONGUAY

- i. Don reported they sold the Squad Truck today for \$8,000 to Starks Fire Department. Don felt that was a good home and was glad to help another Department. The new rescue is at Murrays for repairs. Howie's Welding did some welding. Their job cost less than expected at \$525. Don reported it should be back in service Friday.
- ii. Ben Guild has done a lot of work trying to get a lower ISO rating. Don and Ben met with the EMA representative. There was some concern about the Department's ability to get water on scene in some parts of Town. Don and Ben were able to give particulars on the Church St. and hopefully that will be enough to lower the rating. Don stated the Town is currently rated 84G & 10 – hoping to get a rating of 8 or below for the entire Town.
- iii. Tim asked about EMS having NARCAN. Don stated the Department is not qualified to administer it. Tim stated the Sheriff's Department doesn't carry it.

c. Treasurer Report – AMY BYRON

- i. Amy reported the Excise Tax collected in April was \$44,849.82 – 165% of the monthly goal. Excise Tax collected to date in May is \$10,547.19 – 39% of the monthly goal. (and that was collected in two business days..)

- ii. Amy stated she met with the MMA Risk Management Auditor on Thursday – it went very well. He was pleased with the improvements since he last visit.
 - iii. Amy also met with a representative from MMA Risk Management to renew our coverage.
 - iv. Amy worked with the Auditors from RHR Smith yesterday. They have a good start on the current fiscal year audit and will be finishing up in August.
 - v. Tom asked the Board how they felt about presenting a graph in the Town Report showing the share of the budget allocated for County, School, and Municipal budgets. Tom would like to have the numbers verified with Amy before it goes to the printer. *Everyone agreed that it is a good idea to show taxpayers how their money is being spent.*
 - vi. Tom reminded the Board the Town has several big bills looming on the horizon. One of which is a Revaluation that will cost \$130,000. He asked how the Board felt about putting money aside over the next three years to pay for the Revaluation vs. paying down some debt. He cautioned that although we are sitting pretty well off right now, the Board shouldn't drop the mil rate as it would be a "double whammy" when they have to increase it. Auditor recommends a balance in the undesignated fund equal to 3 months expenses. Amy reminded the Board a designated funds account requires a warrant article so the balance doesn't roll into the General Fund.
 - Tom made a motion to appropriate \$45,000 this year, \$44,000 next year and the remaining balance the third year for Revaluation Expenses; Second by Wayne VOTE: unanimous (It is noted that the two more warrant articles will be required, one in 2019 and one in 2020 to appropriate the balance of the funds.)
- d. Administrative Report – AMY BYRON
- i. Amy reported that she has updated information from the printer for the Town Report. Based on our print job, he will only require two business days to complete the job. Amy was happy as this relieves a little pressure.
 - ii. The Server crashed Wednesday, April 26. Expenet was able to retrieve and backup everything before getting the Server back up and running. Expenet's opinion is that the Server is on its last leg – it has outlived the useful life of 5 – 6 years. Amy presented their quote for replacement. The quote includes an annual fee of \$540 for Cloud Backup Service. Megan made a motion to appropriate \$5300.00 for the Server and Backup Service; Second by Tom. VOTE: unanimous
 - iii. Amy reported that the transition to the new Motor Vehicle Forms has gone well. There have been a few issues, but nothing major.
 - iv. Amy has been working with Department Heads to get a Time Off Schedule in place to ensure there are no gaps in coverage.
 - v. Amy reminded the Board that all Town Departments will be closed Monday, May 29th in observance of Memorial Day. Amy will need payroll by Thursday, May 25th.

5. Old Business

a. Roads Update-TOM GOULD

- i. Tom received a call from Lee Bragg regarding road discontinuance... Lee confirmed the articles are written appropriately for Town Report. Tom asked if the Board wanted Tom to approach Landowners before Town Meeting to see if there is interest. They agreed.

6. New Business

- a. Open Cemetery Mowing Bids
 - i. *MOVED UP*
- b. Cemetery Lot Conveyance
 - i. Signed by Mark and Megan

7. Public Comment

- a. Dwight Hines:
 - i. Dwight contributed information regarding law enforcement agencies. He said that Androscoggin Sheriff's Office is on a watch list. He said he will be adding Auburn PD and potentially LF, Augusta, Waterville.
 - ii. He maintains that the increase in the number of cases of Insurance fraud is pretty sizable and is related to population decline.
 - iii. In relation to the attendance records in the meeting minutes, he maintains he is not a guest – he asked to be known as a stakeholder.
 - iv. He submitted an article relating to options for road salt.
 - v. He suggested we develop a checklist to be used in reviewing bids. (to keeps things fair and easier to deal with)
 - vi. MA Supreme court – 21,000 cases thrown out (bad policework)

8. Executive Session – 1 M.R.S.A. § 405 (6) (F) – Abatement – 8:03 PM

- a. Wayne made a motion to enter Executive Session; Second by Tim. VOTE: unanimous
- b. Megan made a motion to exit Executive Session; Second by Wayne. VOTE: unanimous
**Gave Mark Dalphonse Appeals paperwork to file with County.

9. Adjourn - 8:16 PM