**TOWN OF LIVERMORE**

**Board of Selectpersons**

**MEETING MINUTES**

**August 17, 2020**

**6:30 PM**

**BOARD:** SCOTT RICHMOND, TRACEY MARTIN,MARK CHRETIEN, BRETT DEYLING

**DEPT HEADS/EMPLOYEES:** AMY BYRON, RENDA GUILD, JEAN TARDIF, ROGER FERLAND

**RESIDENTS/GUESTS:** MURIEL BOWERMAN, STEVEN LANGLIN,BOB TWEEDIE,SHER ESTES,GARY CROUSE,BRETT & SARAH POISSON,PALMER HEBERT

**PRESS:** PAM HARNDEN

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
	1. July 20, 2020 - Amy unavailable (MINUTES WILL BE AVAILABLE AT NEXT MEETING)
	2. August 3, 2020 - No Meeting
4. Reports:
	1. Town Clerk Report - RENDA
		1. Pollard Scholarship Award - 5 applicants; $1,000 scholarship. Drawn by Pam Harnden - Alexa Harmatys (Muriel will contact her.)
		2. Results of Town Budget Referendum - everything passed.
		3. RSU 73 election tomorrow - 12 noon - 6pm (The Board members are all sworn in.)
		4. Vacancies on committees include the Appeals Board & Cemetery Committee.
			1. Mark made the motion to appoint all members as presented; Second by Scott
			2. VOTE: unanimous (The Clerk will produce the oath paperwork for signatures.)
		5. Renda asked to close the Town Office on Tuesday, November 3 for the Presidential Election. All staff will be needed to conduct voting. She noted Krista will be away.
	2. Highway Foreman Report - ROGER
		1. Complaint regarding table left at cemetery by Brettuns Pond. Tim Cox notified. Roger believes it was left by a stone contractor.
		2. Roger shared information regarding Town Truck purchase to replace the 2008 GMC. The quote shared is $127,500 - $64,500 for chassis by O’Connor and $63,000 at HP Fairfield for body, plow, etc. There was discussion regarding trade in and possibly waiting to purchase a sander in order to come in under approved amount. (Confirmation due tomorrow. Amy asked if the dealer would be willing to extend. Roger said no - it has to be ordered by end of week.) $125,000 was approved at Town Meeting. Savings by not purchasing sander was estimated to be between $6,000 and $7,000. There is no trade in estimate yet. Scott thinks we should order the truck - hoping for $5,000 trade in. Brett said we should do what needs to be done to come in within budget.
			1. Scott made the motion to order the chassis for $64,500; Second by Mark
			2. There was discussion regarding NJPA - a purchasing group that offers discounts to municipalities. Mark and Brett both stated they have been trying to get another bid. Tracey feels we should put RFPs out to other dealerships before we commit.
			3. VOTE: 2 - yes (Scott & Mark) 2 - no (Tracey & Brett)
	3. Treasurer Report - AMY
		1. Amy reviewed the Excise Tax Collected to date.
		2. She also reviewed the 30 day notices and number of accounts to enter Lien Status on September 1.
		3. Amy is working with Paul regarding Commitment and should have numbers for the September 8 meeting.
	4. Administrative Report - AMY
		1. Amy did not have much in the way of Administrative updates as most of her time is spent on payroll and the accounts payable warrants.
		2. She has readied the office for the hire of a new Administrative Assistant and will work with them to rearrange furniture and equipment as needed.
5. Old Business
	1. Welcome to Livermore Signs
		1. Scott asked if we had quotes to replace the 4 Welcome to Livermore Signs. Amy stated she had obtained quotes nearing $2,500 which wasn’t in the budget. She had tried sourcing other programs to get the signs replaced but nothing worked out. She stated the 4 signs were a gift to the Town.
6. New Business
	1. Consider FY 2021 Pay Increases
		1. Tabled
7. Public Comment
	1. Sher Estes - Butterhill Road Issues
		1. Asked if the Board had received the packet of information. She gave a quick summary of the issue. She is requesting redaction and an apology for inappropriate statements. Mark spoke about events going back 4 years or so. He stated he tried to find copies of the Certified Letter sent to the previous owner. Scott said he spoke regarding the Town’s authority of the turn-around. Ms. Estes spoke about the scope of circulation of the newspaper and the effect on her reputation. Tracey offered a personal apology. (Pam asked to speak and referred to the voice recording of the meeting. Tracey offered to write a letter to the Editor.
		2. Gary Crouse objected. Brett Deyling stated he took a drive on personal time. He did not take note of any gravel misplaced from turnaround.
	2. Palmer Hebert - Transfer Station Issue
		1. Mr. Hebert complained regarding the lack of a price list for disposal of bulky items. He mentioned that he has seen mattresses on side of road… as well as TVs, microwaves, etc.
		2. Brett stated he is a landfill engineer. He spoke regarding market pricing and capacity. He does not expect prices to go down any time soon.
		3. Mark stated our contract is with Pine Tree Waste. We only charge the cost of disposal.
		4. There was discussion on paying at the Town Office vs. the Transfer Station. There was also discussion of daily deposits by Transfer Station.
		5. There was discussion regarding receipts. Mr. Hebert suggested the Office bill residents instead of requiring payment at the Transfer Station. Amy said billing is not realistic.
		6. Scott asked if the Town owned a laminator. Amy said no, but could get one. This would be used to post prices outside at the Transfer Station.
		7. Tracey said receipts should be issued for every transaction and all money brought to the Office daily. (or next earliest business day)
	3. Gary Crouse - visits to Code Enforcement Officer.
		1. Mr. Crouse stated he has received no answers in regard to his issue with his neighbor and property lines on Butterhill Road. Tracey stated she had researched and abandoned roads revert to abutting landowners. Scott & Mark said not necessarily. Renda stated the CEO, Terry Pinkham had spoken with Mr. Crouse multiple times and told him the Town will not get involved in civil issues. Brett stated the CEO is not a lawyer OR surveyor. Jean stated if the property is owned, it should be in his deed. The Board told Mr. Crouse he would need to get his property surveyed if he is unsure of the property lines.
8. Executive Session - 1 MRSA § 405 (6) (A) - Personnel Matters
	1. 7:35PM
	2. Scott made the motion to enter Executive Session; Second by Tracey
	3. VOTE: 4-0
	4. 7:50 PM
	5. Scott made the motion to exit Executive Session; Second by Brett.
	6. VOTE: 4-0

🡪 Motion: Mark made the motion to hire Aaron Miller at a salary of $45,000 or $865/week contingent upon a contract (offer letter) reviewed by board and legal counsel; Second by Scott.

VOTE: 3 - 1 (Tracey opposed)

1. Adjourn - 8:55
	1. Brett made the motion to adjourn; Second by Scott
	2. VOTE: 3-0

\*\*FOR BOARD ONLY - NOT PART OF PUBLIC RECORD\*\*

Discussion before motion

Tracey brings up concern about doing less of job and only 40 hours. Grant writing assists Rodger and wanitta, assist department fire with grant writing. Prior admin before Amy was paid 44,000. 45,000 salary discussed. Tracey asked salary requirements. Suggestions Scott would like to decrease deputy treasury salary of 5,000. Would like to decrease 2,500 a year. Scott plans to discuss with Mary. Mary works 3-4 at a time so about 10 hours a month. Treasurer is 10 hours week.

Contract discussion- reviewed MMA contract, several concerns with MMA contract. Could we write a simple contract, have reviewed by legal and have an executive session. Discussion of contract vs. clear job description. Should it be an offer letter and still be reviewed by legal. Tracey will write an offer letter and send to Amy. All benefits and contingencies according to personal policy. No access to signature powers on any Town of Livermore accounts and no town credit card will be issued. The expectation on snow days is that if the office is open he should be present in the office.

Monday start date.

Computer discussion about laptop and access. Mark wants Aaron to laptop and remote access. Amy also needs to continue to have laptop and remote access. We have 2,000 in computer funds. Will be able to get the same laptop Amy has with for that money. Will order laptop tomorrow.