

**MINUTES**  
**MEETING OF THE RICHMOND BOARD OF SELECTMEN**  
**TOWN OFFICE CONFERENCE ROOM**  
**6:00P.M.-WEDNESDAY, JANUARY 26, 2011**

**1.0 CALL TO ORDER-6:00P.M.**

Present: Don and Patricia Houde, Keith Edwards, Fred Browne, Dan Skelton, Andrew Pierce, Tom Nugent, Town Manager-Marian Anderson and Executive Assistant-Laurisa Loon.

Selectmen Present: Michelle Snowden, Rose Beckwith, Tracy Tuttle, Clarence Cummins and Dan Dunton.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REQUEST TO APPROVE BOARD OF SELECTMEN MINUTES OF DECEMBER 29, 2010**

Selectman Cummins made a motion to approve the minutes, Selectman Snowden seconded, motion passed (5-0).

**4.0 APPOINTMENTS, RESIGNATIONS, PROCLAMATIONS, RESOLUTIONS**

**5.0 PUBLIC HEARINGS, PRESENTATION**

**6.0 ADMINISTRATIVE ITEMS-UNFINISHED BUSINESS**

**6.1 Recreation Coordinator-Dan Dunton**

Selectman discussion on the Recreation Coordinator position.

Selectman Dunton requested to table item 6.1 to the February 9<sup>th</sup> agenda.

**6.2 Library Update-Marian Anderson**

Selectman discussion on the Umberhine Library.

The Town Manager stated that Darryl Sterling met with an architect from the University. Student architects will be working on designs for the new library at no cost. The project runs from February 28<sup>th</sup> to May 6<sup>th</sup>. There will be a public meeting during that process. Selectman Tuttle questioned if we need to communicate the particulars, Selectman Beckwith added that the design be historically proportional and inexpensive, Selectman Cummins stated that it should include a space for seniors and a food pantry, Selectman Dunton would like to discuss electronics and technology for the library.

The Town Manager stated that the auditor reviewed the library books, the books were in great shape, the quarterly tax returns and W-2s on the old books are completed.

The library building is in poor condition and MMA does not want to insure the current building.

Public Works will demolish the structure, there is a list of remaining equipment the library needs removed.

A salvage company and members of the board of trustees would like to sell remaining building items as a fundraiser.

The library volunteers did an incredible job.

## **7.0 ADMINISTRATIVE ITEMS-NEW BUSINESS**

### **7.1 Fire Truck Bid-Andrew Pierce**

Selectman discussion on the bid recommendation report.

Town Manager stated that Ian Alexander, Don Houde, Andy Pierce and the volunteers did great work.

Don Houde, Captain and Training Officer for the Fire Department stated that the purpose is to replace service engine #3 which has been submitted to the town, it is in rapid deteriorating condition, has exceeded life expectancy and has several costly repairs to be made, the vehicle is non NFPA compliant, you are not required to buy that compliance until you are in an accident. The rear gas tank has a hole in it, the rear bumper has holes, it lacks adequate equipment and storage shelving, the structural integrity is starting to fail, the vehicle may not pass state inspection next year without body work completed. Selectman Beckwith questioned the age of the vehicle? Andrew Pierce replied it is a 1988 so it is about 24 years old. We attempted to refurbish the truck a couple of years ago by buying body parts from Dresden. Selectman Cummins questioned if there is a resale value? Andrew Pierce replied, approximately \$5,000 for the vehicle, could be used as a potential source of income to pay for remaining cost.

The process started with the creation of a truck committee, we then contacted Fout's out of Georgia for the bid specs. We followed the State of Maine Guidelines, reviewed the bids and would now like to make a recommendation.

We received six bids, five were opened at the bid opening and one after.

PL Custom	\$98,000.00
Fout's Fire	\$101,968.00
E-One	\$110,000.00
Yankee Fire	\$113,730.00
New England Fire	\$129,931.00
K + T Fire	\$132,510.00

We put together a comparison of all bids.

E-One was recommended unanimously by the fire department.

From February 26<sup>th</sup> it would be 180 days to delivery, \$100,000.00 prepayment and balance of \$10,000.00 due at delivery. They would also do \$90-95 upfront and \$15,000.00 upon delivery.

Andy stated that the \$96,000.00 does not include the money we could get from the resale of the old truck.

The Town Manager questioned if it is typical to pay up front?

Don Houde responded it is because of the bulk materials used to build fire apparatus, and it is common to pay upfront for Fire/Rescue vehicles.

Selectman Cummins questioned if the others had similar terms? Don Houde replied that yes, they did.

Selectman Dunton questioned the 6 months for delivery. Don Houd responded it is six months because its custom built.

Selectman Dunton asked with regards to Fout's bid which was \$101,000.00, you are saying it's not NFPA compliant? Don Houde responded that it is compliant but meets the bare minimums.

Selectman Cummins asked what type of warranty don't they offer? Don Houde responded that we want a 10 year on body and paint and only E-one and Yankee would do a ten year warranty, Fout's offered a five year warranty.

Selectman Tuttle questioned how is the department's budget looking? Andy responded that it is looking like we could have some money to roll over, but we spent a lot on maintenance on vehicles. We also have had a lot of calls that start to add up. We would like to guarantee around \$5-6,000.

Selectman Cummins stated that assuming a worst case scenario where would we come up with \$13,000. The Town Manager responded that we haven't had a chance to look and see about other opportunities, would like to talk with the Chief and Captain to see if there are places to come half way if you support their recommendation. The Town Manager stated that we could talk with the company about the funding.

Don Houde stated that they are bottom line on the figure.

Selectman Cummins questioned what makes this more expensive than the two low bidders. Don Houde responded that the two low bidders are prefab boxes put together the quality is not as good, thin material is used, structures would need to be reinforced.

Selectman Dunton stated that if we go with the recommendation we need to come up with additional funding. The Town Manager responded to let us have a chance to brainstorm other options with your consent.

Selectman Snowden made a motion to accept the recommendation of the E-ONE truck bid and to authorize, The Town Manager, Don and Andy to brainstorm to come up with options, Selectman Beckwith seconded, motion passed (5-0).

### **7.2 Goals and Objectives-Marian Anderson**

Selectman discussion on the 2011 Goals and Objectives for the Town of Richmond.

The Town Manager stated for the board to think of something in particular to strive for, we will update the spreadsheets and reprioritize objects that have been set in the past by other boards. This will be continued on the next meeting agenda.

### **7.3 Town Revenue Update-Clarence Cummins**

Request for update on Town Revenues.

Selectman Cummins stated that we are nowhere near the 50% level, is this typical or are we behind in revenue flow, will they be lower than projected?

The Town Manager stated that we are behind slightly in projections. Items behind are things at this point we won't see an increase such as boat excise. Lien fees increased, \$14,335.00 has been collected, this represents that more taxes were not paid on time and additional fees were added. Selectman Cummins questioned if property tax revenues are stable? The Town Manager stated that the tax club has been a great success for the first year. Selectman Cummins stated that we will lose approximately \$17,000.00 in tax money on the land from CMP being turned over to the State. The Town Manager stated that for next year there will be an adjustment in the valuation. LD79 is talking about reducing excise by 10% and possibly removing it.

We no longer receive the monthly check from the school. We could considered moving up the tax date from November to October this was recommended by the Auditor.

### **7.4 Bids for Crown Vic-Marian Anderson**

Selectman action requested to review and/or accept bids on the 2003 Crown Vic.

There was a \$702.50 bid for the Crown Vic by John Hurley. Selectman Snowden made a motion to accept the bid, Selectman Dunton seconded, motion passed (5-0).

**7.5 Tax Acquired Property-Marian Anderson**

Selectman discussion on tax acquired property.

The Town Manager stated this is not an action item this evening, but believes the policy on tax acquired property needs to be updated, the board should decide if you want an ordinance to bring to annual town meeting as an article. There were six properties this year that were tax acquired.

**8.0 ASSESSOR ITEMS-NEW BUSINESS-None**

**9.0 MISCELLANEOUS BUSINESS-ORAL & WRITTEN COMMUNICATIONS**

**9.1 Public**

Fred Brown-submitted a letter to the board members dated January 11<sup>th</sup>, triggered by the article by Marian Anderson in the Mainly Richmond, based on a grant received for an energy audit. Fred questioned if these are appropriate questions and have these been discussed, the town offices were renovated a few years ago wouldn't that have been a good time to replace doors and windows.

The Town Manager stated she appreciated the letter and thought they were terrific questions. I do have the bid documents and new windows and doors were never mentioned. The building was originally built in 1980 or 81. At the time I believe the focus was on the functionality of the interior.

Fred Browne stated that there was a comment that all windows were 30 years old? The Town Manager responded that they are nothing has been changed.

Fred Browne questioned if the towns match is \$6,180.00 used from a town building reserve, no town money will be raised at town meeting.

Fred Browne questioned if the Town has contacted the contractors. The Town Manager stated that she figured out what we would need by pricing out Home Depot and Lowes and figured out what average rates were. Nothing has been put out to bid.

Have you compared to what the savings would be to the energy audit that was completed for the town.

The Town Manager stated that the projection annual savings in dollars totals \$3,065.00.

Tom Nugent was curious as to the process for updating the Comprehensive Plan and Ordinances.

## 9.2 Selectmen

**Selectman Cummins** stated he received a call from Mrs. Ouellette, on the matter of the Marnav Drive road name.

**Selectman Snowden** stated she is coordinating a meeting for Richmond Days.

**Selectman Beckwith** stated that the Highway Department is doing great and working hard. The Kindergarten class is collecting 100 cans of food they will donate to the food bank. Also what is the status of the David Harris application. The Town Manager stated she has not heard anything. Selectman Tuttle added there has been activity.

**Selectman Tuttle** questioned what dates the Dresden Selectmen want to meet on shared services. The Town Manager responded that she is waiting to hear from them. Also at the school parking lot during games there is parking in the fire lines would like to have that addressed.

**Selectman Dunton** questioned if there was a recommendation for them on the library committee, the Town Manager responded that an email was sent to all committee members and it will be on the February 9<sup>th</sup> agenda. Is anyone interested in serving in the position to discuss the County Budget. Also why is the town plowing a right of way on the Alexander Reed Road?

## 9.3 Town Manager

- Received a letter from MDOT asking for comments on the Dresden/Richmond bridge.
- Received a memo from RSU #2, member Corey Munsey stating that if the citizens decided they wanted to raise funds for the school, those funds would be dedicated to only Richmond Schools.
- Budget books will be out by next week.

Selectman Beckwith made a motion to accept the services of William H. Brewer, Selectman Snowden seconded, motion passed (5-0).

Selectman Dunton would like to see the newsletter back to six issues a year.

## 9.4 Boards and Committees

## 10.0 WARRANTS

### 10.1 Request for action regarding all disbursement warrants.

Selectman Snowden made a motion to sign the warrant, Selectman Beckwith seconded, motion passed (5-0).

**11.0 ADJOURNMENT**

**12.0 EXECUTIVE SESSION 1 M.R.S.A 405(6)(A)-Personnel**

**EXECUTIVE SESSION 1 M.R.S.A. 405(6)(F)-Confidential-Poverty Abatement**

Selectman Cummins made a motion to move into Executive Session for Personnel per 1 M.R.S.A. 405(6)(A) and 1 M.R.S.A. 405 (6)(F)-Confidential-Poverty Abatement at 7:52p.m., Selectman Beckwith seconded, motion passed (5-0).

No action was taken.

Selectman Cummins made a motion to come out of Executive Session and adjourn at 8:30p.m., Selectman Snowden seconded, motion passed (5-0).