**TOWN OF LIVERMORE**

**Board of Selectpersons**

**MEETING MINUTES**

**September 14, 2020**

**6:30 PM**

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

**DEPT HEADS/EMPLOYEES:** AARON MILLER, RENDA GUILD, JEAN TARDIF, ROGER FERLAND

**RESIDENTS/GUESTS:** GERARD BOURASSA, PAUL BINETTE

**PRESS:** PAM HARNDEN

1. Call to Order
2. Pledge of Allegiance
3. Approval of August 31, 2020 minutes

Ben motioned to approve, seconded by Tracey, 5-0.

1. Reports
2. Assessor’s Agent – Paul Binette

Paul explained the board must decide whether to use money from the Undesignated Fund Balance to offset the tax rate and determine how much for overlay. Last year the town had an overlay of $100,000, which was used for tax abatements . He explained that the town currently has $1.7 million in the general fund. Maine Municipal Association recommends keeping three months of operating expenses, which would leave approximately $650,000 that could be used to reduce the burden on taxpayers.

 Scott asked if State Revenue Sharing could be cut this year. Paul responded that it has been cut previously. In March, Maine Revenue Services posted Livermore would receive $203,000, but the town received $179,000 instead. He added that there is, on average, a 12-percent increase in property values after the recent town-wide revaluation.

Ben said that he likes the idea of taking $200,000 from undesignated fund to reduce the tax burden. Brett said the more money taken out of the undesignated fund would help residents at the end of the day. Tracey suggested taking $150,000 from the fund balance with a “middle of the road” overlay. Paul said if the mil rate would be $15.25 per assessed $1,000 property valuation and an overlay of $29,990 if $150,000 was taken from the general fund.

Scott asked how much money was granted out of the $100,000 overlay for abatements. Paul answered $700.

Ben motioned to take $150,000 from the undesignated fund balance, Tracey seconded, motion carried, 5-0. After entering numbers in his computer system, Paul retracted his original overlay figure and said overlay would be $17,136.16. No further action.

1. Town Clerk Report

Renda reported the town office has received a “multitude” of absentee ballot requests. The Secretary of State’s Office is waiting on another court decision before ballots will be available. She added that the state will provide an 80-percent match for the construction of a secure drop off box for state ballots. A local contractor will be called for a quote.

1. Highway Foreman Report

Roger said he registered the “new” loader for road use today and will need an inspection sticker next. He reported that work continues on Bean St., cleaning up sand along sides of the road and replacing two culverts before moving on to Bear Mountain Rd. where two culverts must be replaced as well.

In addition, about 1,000 yards of sand has been placed inside the sand and salt building, with about 1,500 more yards to go. There is currently two loads of salt inside the building and he will have to order another two loads to add to that. Lastly, trucks are currently undergoing inspection at Murray’s and so far he hasn’t seen any major repairs that are needed.

1. Waters Hill Rd. Paving Bid

The Town received one bid from Pike Industries to design build a section of Waters Hill Rd. cemetery to Norlands Rd. for a total of $159,875.05. The description of work, estimated quantity of materials includes:

* Reclaim and Rough Grade – 2,100’ x 20’ – 4,867 SY @ $2.35 = $11,437.45
* Road Fabric Installed – 5,600 SY @ $1.45 = $8,120
* 9” Base Gravel – 2,100’ x 24’ – 1,860 CY @ $32 = $59,520
* 3’ Surface Gravel – 2,100’ x 24’ – 660 CY @ 34.50 = $22,770
* Fine Grade – 4,867 SY @ $0.80 = $3,893
* 2” Base Pave – 536 TON @ 86.50 = $46,364
* Shoulder Gravel – 4,200 LF @ $1.85 = $7,770

Ben motioned to award the bid to Pike, seconded by Scott; motion carries 5-0.

1. Town Office Roofing Bids

No bids were received after advertising. This will be reposted and Mark and Scott would talk to local contractors.

1. Pines Conservation Committee

The Selectboard accepted the resignation of James Holt from the Pines Conservation Committee and approved appointing Peter Duguay to fill the vacancy, 5-0.

1. Administrator’s Report
2. Over the past couple weeks the Administrative Assistant spent some time looking at filing at the Town Office. As time allows, we will be using the Records Retention law to provide guidance on purging any files that can go away.
3. RHR Smith has been contacted to set up a time to begin the June 30, 2020 Pre-Audit. Smith will look at scheduling.
4. The Town Office received a call from a resident who expressed concern regarding a “mud run” planned for Sept. 12. The Administrative Assistant spoke with the town’s health officer, area law enforcement and the Attorney General’s Office. The AG’s office said they would be working with state officials to ensure the event follows guidelines under the Governor’s order. It was agreed that in the future we should direct complainants to the state rather than serve as an intermediary.
5. Town office staff meetings are being held regularly. It’s an opportunity to discuss municipal matters, concerns and planning ahead. The Administrative Assistant will have a meeting to prepare for the upcoming November election.
6. US Census will be at the Town Office on September 18 to meet with residents.
7. Web Site

The town received two proposals for a new website. Expenet offers a website re-design advanced package for $1,800 and another re-design package for $1,100. Both plans are mobile-friendly and include re-designing the current website, bring in all pages and allow the Town of Livermore to have the ability to make changes independently. The advanced package adds a search engine to be integrated. Training for 24 hours and the first year of web hosting ($240) is included in both proposals.

Town Web offers a three-year contract. The first year’s total fee would be $1,314, which is paid in year one. The second year’s fee is $500 plus a $15 domain renewal, billed 12 months after the site goes live. The third year’s fee is the same as the second year. Discussion tabled until next meeting.

1. Treasurer’s Disbursement of Warrant Policy

The board agreed that all five board members will be listed on this proposed policy, which will be discussed at the following board meeting.

1. Employee Pay Scale

Mark motioned to increase the Renda Guild’s pay by $ 1.11 an hour; Jean Tardiff 64-cents an hour; Juanita Jordan-Bryant $1 an hour; Bernie Langlin $1 an hour; all highway personnel except the part-time position and Driver 2 (until he receives his class II license), $1 per hour. Motion seconded by Scott. Motion carried, 4-1 Tracey opposed. Scott added that Code Enforcement Officer Terry Pinkham would receive a raise once all his certificates are received.

1. Emergency Selectboard meeting

The board agreed to hold an emergency selectboard meeting on Thursday, Sept. 17 to sign the warrants.

1. Executive Session - 1 MRSA § 405 (6) (F) – Discussion of Confidential Record

Ben motioned to enter executive session, seconded by Tracey. 5-0.

Brett motioned to come out of executive session, seconded by Tracey. 5-0. Tracey motioned to deny a poverty abatement, seconded by Brett. 5-0.

1. Executive Session – 1 MRSA § 405 (6)(A) – Personnel Matter. Scott motioned to go into executive session, seconded by Brett. 5-0. Mark motioned to come out of executive session, Ben seconded. 5-0. The board would like sample job descriptions to be presented at the next meeting.
2. Adjournment at 9 p.m.