

BOARD OF SELECTPERSON'S SPECIAL MEETING MINUTES
February 2, 2017 6:30 p.m.
Rumford Falls Auditorium

PRESENT: Chairperson Jeffrey Sterling, Vice-Chairperson Mark Belanger, Selectperson Michael Peter Chase, Selectperson James Windover, Selectperson Christopher Brennick, Town Manager John Madigan, Jr. and Town Manager Linda-Jean Briggs

ATTENDEES: Roland Martel, Steve Bodge (MDOT), Gina Britt, Mitzi Sequoia, Kim Sequoia, Anne Morin, Bob Chase, Bruce Farrin, Deborah Laurinaitis, Kevin Knox, Terri Palmer Beth Bellegarde, Tom Bourret, Len Greaney, Steve Dymont, Don Boucher, Andy Russell, Brie Weisman

1. Meeting Call to Order at 6:30 p.m. by Chairperson Sterling
2. Pledge of Allegiance to the American Flag

Chairperson Sterling welcomed new Town Manager, Linda-Jean Briggs and the Board signed her Town Manager appointment documentation.

3. Public Hearing:

Len Greaney presented a Citizen's Petition requesting a Special Town Meeting to allow citizens to vote for a moratorium regarding Large Scale Water Extraction. The petition states that a moratorium would provide time for the Rumford Citizens to create a Water and Wildlife Protection Ordinance. Chairperson Sterling will have the signatures verified by the Town Clerk's Office. If enough signatures are valid, a Special Town Meeting will be held tentatively at Mountain Valley High School on March 7, 2017 at 6:00 p.m.

4. Requests of Citizen's Present

None were presented.

Chairperson Sterling asked the Board if they would approve of moving Item 7C to this point of the meeting, so that the MDOT representative could give his presentation. The Board was in agreement.

Stephen Bodge, MDOT, passed out information to the Select Board and spoke briefly about rumble strips in the state of Maine.

5. Reports

- A. Town Manager's Report

New Town Manager Linda-Jean Briggs gave a history of her work experiences and community service before coming to Rumford. She hailed from Rhode Island initially and this is her third Town Manager position in Maine. She is looking to make a difference and bring positive change.

- B. Department Manager Reports (as needed)

Town Clerk Beth Bellegarde brought a newly refurbished book of vital statistics of birth records for the Board to view. She plans to have other books refurbished in the future.

Public Works Superintendent Andy Russell reported on upcoming work by the MDOT on Memorial (Chisholm) Bridge on the downstream side. They will be repairing the pedestals, lighting, and conduit wiring. Both vehicle and foot traffic will be impacted. They plan to begin work next week.

C. Board and Committee Reports (as needed)

None were reported.

D. Selectperson's Report

Mr. Brennick welcomed Linda-Jean Briggs and her husband Adam, to the community. He also congratulated Matt Roy for his heroism at the Madison condo fire, Brad Adley for Outstanding Business Partner in the Community, and Brad Gallant for his Officer of the Year awards that were received recently at the Maine Police Officer's Association Awards. He also noted that Black Mountain will host the 100th Year Anniversary of Chisholm Ski Club this weekend. He would like to see a policy developed for a Select Board Code of Conduct and to begin discussion at the next meeting. He specifically noted how the Board should represent the community in speaking to employees and online with social media.

Mr. Chase welcomed Linda-Jean Briggs as our new Town Manager. He asked that someone check on the reason why the meeting with Moon Tide Springs is two months late and also the status of where things are. He also asked how things are progressing with Main-Land on the downtown project regarding going out to bid. Town Manager Madigan reported meeting with Rick Dunton of Main-Land who indicated they were almost ready to go out for bidding. He also talked with Jim Milligan of Moon Tide Springs, regarding getting their board together to meet with the Select Board.

Mr. Windover reported that he looked at the snow blower at the Town Garage. He was concerned that equipment is put away and not cleaned. The floor was not clean, trash in the corner, and the new tractor-trailer was covered in mud. The snow blower hour meter was not keeping track of time and the hours have been estimated. He believes the equipment should be cleaned regularly in the washing bay. Chairperson Sterling suggested that he talk with the Town Manager and Public Works Superintendent. Andy Russell responded that the equipment gets dirty when used and there is other work to do. If the Board wants the employees to spend more time cleaning equipment rather than other work, they will do so. Town Manager Briggs noted that this is a matter of balancing resources and plans to be working with Mr. Russell about these matters. She encouraged the Board to discuss their concerns with her in advance where they can be addressed in a timelier manner.

Mr. Belanger reported visiting the Town Garage as well, and was concerned that the weather stripping on the doors were almost gone and cold air was getting in. Also, he noticed that the fumes from diesel engines were present in the garage and that the employees should not be breathing this. He noted grants can be written for an exhaust system to remove the fumes. Andy Russell responded that the garage does have an exhaust system that was formerly used in the Fire Department. The Town Manager will look into these items.

Mr. Sterling did not have a report.

6. Old Business

A. Discussion on the Code Enforcement Officer Position and Approval of Advertisement

Town Manager Briggs noted that we currently do not have a Code Enforcement Officer and she thanked Fire Chief Robert Chase for his help in compiling a list of tasks that might be used in searching for a replacement. She also noted that she plans to evaluate the jobs here in the Town, at

a Department Head level, for the purpose of developing appropriate job descriptions for employees. Regarding the Code position, she believes that a community of this size would need a full time Code Officer and recommended they be certified to do commercial inspections. This would assist developers who want to come into the community by saving them costs that they could in turn invest in the community.

Mr. Brennick asked who the Code Officer should answer to.

Ms. Briggs believed the Code Officer should report to the Town Manager.

Mr. Belanger asked if the fees collected would offset the salary in this position.

Ms. Briggs believed it would offset and if they were also certified for commercial inspection work that could as well, yet that would be dependent on the amount of development we can bring in.

Fire Chief Robert Chase noted that he has discussed this position with the Town Manager and Chairperson Sterling recently, and is very comfortable with the position reporting to the Town Manager. They are looking for a level of accountability in the tasks across multiple departments and agencies that they would be working with. He has also spoken with Frank DiConzo, Chairperson of the Planning Board about this matter and the list submitted gives a good guideline of responsibilities for the Planning Board.

Mr. Belanger asked what the total compensation package would be including insurance benefits.

Ms. Briggs will look into this question and noted that commercial certification would require a larger salary for that training. MMA has put a salary survey together for various positions and she will have this information available.

Mr. Chase believes the Code Officer should be accountable to someone to assure for follow up of inspections.

Town Manager Madigan explained that we have only budgeted a part time position for this fiscal year, but by the time we have someone on board it will be towards the end of the fiscal year and we have monies available in the contingency account to use until the new budget is approved.

Mr. Windover, who is a member of the Planning Board, noted that the Code Officer is required to attend the Planning Board meetings and he is concerned about follow up to the Planning Board on inspections.

Mr. Chase made a motion to advertise for a full time Code Enforcement Officer. Vote: 5-0

B. Discussion on the Snow Blower Bid (from 01/19/2017 Agenda)

Town Manager Madigan reported that he received a phone call from Mr. Windover and agreed with him in keeping the old snow blower as a back-up as the trade-in amount is minimal.

All the Select Board members visited the Public Works Garage at various times to look at the snow blower to determine whether it should be traded in.

Andy Russell noted that the part that is currently needed is no longer manufactured and they are looking for a replacement part.

Mr. Belanger was concerned that keeping the old snow blower or street sweeper would be adding to the fleet and in the future they could get added into the capital plan. He believes we must ask the taxpayers to do that. For that reason, he is against keeping the snow blower.

Mr. Chase noted that we have not had good luck in trying to sell old equipment.

Mr. Windover does not think it makes sense to trade it in or give it away for \$2500.00.

Chairperson Sterling noted that this was voted upon last week.

7. New Business

- A. Approval of Minutes from Special Select Board Meetings of January 10, 2017 and January 25, 2017 and Select Board Meeting of January 19, 2017

Mr. Belanger made a motion to approve the minutes from the Special Select Board Meetings of January 10, 2017 and January 25, 2017 and Select Board Meeting of January 19, 2017.

- B. Approval of the Town Warrant dated February 3, 2017

Mr. Brennick made a motion to approve the Town Warrant dated February 3, 2017. Vote: 5-0

- C. Presentation from MDOT regarding Rumble Strips being Installed on Rumford Roads

Stephen Bodge gave his presentation earlier in the meeting.

- D. Approval of Sewer Rates for 2017

Tax Collector Tom Bourret presented his request for the 2017 Sewer Rates. The rate for each individual unit has gone from \$160.00 to \$164.00.

Mr. Brennick made a motion to set the sewer fee rate at \$164.00 per unit with a payment of \$82.00 due on March 17, 2017 and the second payment of \$82.00 on August 15, 2017, and to set the interest rate at 7% per annum on all sewer user fees collected after August 15, 2017 and to set the interest rate of 3% per annum on over payments of sewer fees.

Vote: 4-1, Mr. Windover opposed.

- E. Appointments to RSU 10 Apportionment Committee

Mr. Windover made a motion to appoint Madeline Arsenault as the citizen representative on the Re-Appportionment Committee. Vote: 5-0

Mr. Chase made a motion to appoint Christopher Brennick as the Municipal Officer Representative on the Re-Appportionment Committee.

Chairperson Sterling asked Mr. Brennick if there was any conflict of interest as he is an employee of the RSU 10. Mr. Brennick responded that he checked with the Superintendent and there was no conflict. Town Manager Briggs noted that she does not see a conflict.

Vote: 4-0-1, Mr. Brennick abstained.

- F. Discussion on Disposition of Town Owned Property at 16 Free Street (Shearer)

Town Manager Madigan explained that this building was tax acquired and sold back to the former property owner with a mortgage deed. Mr. Shearer passed away recently and the property is now in probate. This is a multi-family building. The executor of the estate would like to turn the property back to the Town.

Fire Chief Robert Chase noted that the Ad Hoc Committee could meet regarding this property to give a recommendation if the Board would like as it has not been inspected in a long time.

Mr. Windover made a motion to accept the property from the estate of Steven Shearer and tear down the building. Vote: 5-0

Mr. Chase asked if the building should be checked for asbestos. Chief Chase will speak with Andy Russell about this.

G. Approval of Extension of Town Owned Property Requirement for 226 Knox Street (Martel)

Mr. Belanger made a motion to extend the property requirement for 226 Knox Street to September 30, 2017.

The Town Manager explained the progress made thus far on the building.

Roland Martel noted there is power and heat in the smaller building that they are keeping and the larger building has been gutted out with the roof mostly removed. With the extension they will have time to demolish the building as was planned.

Chief Chase also noted that he believes the Town Attorney should file the extensions at the Registry of Deeds so that the Quit Claim Deeds that were filed with the covenants would also show the extensions.

Vote: 5-0

H. Discussion on Snow Removal

Chairperson Sterling read the Town Ordinance Chapter 16, Section 2.

Don Boucher explained his concerns about snow being placed along the sides of the road by businesses and residents which is against the Town Ordinances and when the Police are called they do not do anything. He believes the Ordinances should be followed.

Chairperson Sterling noted that it would be difficult for the Police Department to enforce this Ordinance as they are busy with other matters.

Mr. Windover suggested posting a parking ban as needed. Town Manager Madigan noted that this was tried but did not work. Cars were parked along the road and the plows could not get by. Sometimes the plows are called in the middle of the night after people have already parked for the night. He also noted that large storms take much longer to clean up and to get caught up in snow removal. A few years back a former Town Manager put a snow plow permit process in place so that people who plow would not plow across the road and leave a mess. He also mentioned that the priority list should be looked at so that there is an understanding of how the snow will be removed. If we have snowstorms back to back, it would seem we should go back to priority one to be sure the schools, hospital and downtown are cleared, however, when this happens the other streets on the list may not get their snow removed.

After lengthy discussion it was determined by the Board that the fire hydrants and fire call boxes be added to the Town Ordinances to begin enforcement efforts.

The Town Manager noted that she plans to have regular Department Head meetings and this issue will be addressed.

I. Discussion on Proposal to Review Large and/or Capital Purchases Before Going Out to Bid

The Board discussed the possibility of being informed ahead of time when large capital purchases will be going out to bid.

8. Adjournment

Mr. Belanger made a motion to adjourn at 8:48 p.m. Vote: 5-0

Linda-Jean Briggs
Town Manager

LJB/tp