

**TOWN OF RANDOLPH**  
**BOARD OF SELECTMEN**  
March 30, 2010  
10:00 a.m.

***BOS PRESENT:***

**Edward F. Gorham, Chair**  
**Peter K. Hanley**

***OTHERS PRESENT:***

*Lynn Mealey, Town Clerk*  
*Ron Cunningham, Fire Chief*  
*John Crocker, Public Works*  
*Sonny James, Pump Station Super*  
*Tyler Trott, RSU #11 School Board Member*  
*William Ebert, EMA Director Appointee*

***Residents:***

*Marjorie Gilman*  
*Arthur Forand*  
*Mark Turek*

Meeting was called to order at 10:15 A.M.

Ed Gorham made a motion to sign the **Certificate of Commitment of Sewer User Rates** in conjunction with the March 15, 2010 sewer billing. Peter Hanley seconded the motion. **VOTE – UNANIMOUS.**

**John Crocker** was recognized by the Board. John presented them with a letter for their signature to be faxed to the DOT regarding **setting a speed limit** and posting such signs on **Maureen Avenue**. This letter is asking for the DOT to send an engineer down to look at the street and post a speed limit. Peter Hanley and Ed Gorham signed the letter.

Ed Gorham stated that Al Seymour, Jr., would not be at the meeting today.

**Tyler Trott**, the Town's representative to the School Board came to the Board to report on the **preliminary budget work** that is being done in preparation for the upcoming budget vote in June. This included a 10 year assessment history. Tyler said Randolph is looking at an increase of approximately **\$8,404** from last year. He said that when we get closer to the actual vote, he, Candace Avery and the Superintendent will come back to the Board with facts and figures. As of now, the share of the budget breaks down as follows: **9.9% Randolph, 41% Gardiner, 20% Pittston and 28.26% for West Gardiner (approximately)**. Some electrical and heating changes have been made that have saved some funds. School District has not laid off but have eliminated 2 ½ positions through retirement at the high school. Negotiations with teachers are ongoing.

Ed asked when they were looking at finalizing the budget and Tyler stated that he thought it would be end of April, first of May.

They are looking into option of going back to original one step process of voting on the school budget instead of this new two step process.

There were questions regarding the status of closing TC Hamlin School. Tyler stated that it would cost more to house our students in portables etc., and this was probably not an issue at this time. Tyler stated that the Superintendent does not favor closing the school.

Mark Turek asked Mr. Trott about the savings by going out to bid on the insurance. Tyler said that the same company came in approximately \$35,000 lower through the bidding process

**Marge Gilman** asked that it be stated in the record how fortunate we are as a town to have two such caring and conscientious school board members serving the town. Tyler thanked Marge on behalf of himself and Candace Avery. Tyler asked the Board what does a “mil” represent. Ed said that it was about \$80,000. At **10:35 a.m.** Tyler Trott left the meeting.

**Spring Clean-Up & Street Sweeping** was discussed. John stated that it will be the week of May 10<sup>th</sup> through May 14<sup>th</sup> this year. Prices will remain the same. Marge asked if he would be including brush in the clean up this year. John said that they would not be doing brush as it was cost prohibitive. Sweeping will be done again approximately the first of May. Any sweeping done in the past few weeks was just the beginning and will be resumed around the first of May. Ads will be placed in the Kennebec Journal for both the Spring Clean-Up and the Street Sweeping.

John asked the Board to adopt a **Culvert Policy** for the Town to follow the State of Maine in dealing with culverts. John said that the State adopted this plan as established by the Legislature. It basically states that nothing will be done with culverts as long as they are functional and water is flowing through no more maintenance work will be done to the driveways etc. Peter Hanley made a motion to adopt the same policy the State uses. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.** It was mentioned that this policy should be published on the town website.

**Ron Cunningham** gave John a copy of a **Hazard Mitigation Plan for Municipalities** and stated that there is money out there in the way of grants that may cover culverts that have been damaged due to storms etc. Ron gave a copy to John and the Board for them to review. This included a form for John to fill out to address particular areas for storm damage and some routine maintenance. John said he will do the paperwork. Ron stated that the deadline for this paperwork had passed but he felt it could still be applied for and that this is federal money. Ed asked John to make copies for the Board members so that they may look it over.

**Appointment to Board of Appeals** – These appointments expire in April of each year. Appointments were presented to the Board as follows: reappointment of Lisa Kimball for a 5 year term, Norman E. Lemar, Jr. and Deborah Phair as new appointments. Norman E. Lemar, Jr. and Deborah Phair would be interim appointments each expiring at different times to bring the board up to its original state with expirations being staggered. Peter Hanley made a motion to **table** the appointments until the next meeting. Peter stated that he thought Al Seymour had wanted the appointees to be present at a meeting before being appointed so that they would know who they were. Ed Gorham seconded the motion to table this until the next meeting. **VOTE – UNANIMOUS.** There was further discussion on Lisa Kimball as she was simply a reappointment – Ed Gorham made a motion to reappoint Lisa Kimball for a 5 year term on the board of appeals. Peter Hanley seconded the motion. **VOTE – UNANIMOUS.**

**Appointment for Raeleen York** – 2 appointments: one to appointment Raeleen as General Assistance Administrator for the term of one year. Lynn explained that Raeleen’s original appointment was for *assistant* to the general assistance administrator so the new appointment was needed, along with a new appointment for her other duties as Registrar of Voters, Office Assistant, and Cemetery Records Keeper. Ed Gorham made a motion to sign the two appointments for Raeleen. Peter Hanley seconded the motion. **VOTE – UNANIMOUS.**

Appointment of **William Ebert as Emergency Management Director.** Discussion of salary. Ed said that it currently pays \$1,000.00 per year. Peter Hanley stated that he thought it should be an hourly rate of \$15.00 per hour. Mr. Ebert said that it might be more difficult to do it that way as meetings are sporadic and it may cost more money doing it this way. Also, some meetings and/or trainings are combined with Fire Department trainings and may be difficult to separate. Bill said that he thought it would be more in the line of \$1500 and Ed said that at the \$15 per hour rate it would be around 100 hours of work. Mr. Ebert said there was more training and that he would have to receive along with the Board members, John Crocker, Sonny James etc., in order to get any grant money. There is other criteria that can be used that would take the responsibility away from the town in the event of a disaster and hand it over to the County. It was the consensus that the Town would not want to do this. Ed asked Bill if he would be willing to take the job at the \$15 per hour rate. Bill said that he would try it that way for a year. Ed suggested that it be done on this basis for 3 months and then figured into the town budget. He gave the Board a copy of the required criteria and courses that can be taken and some of them can be taken online. Peter Hanley asked if Bill was going to apply for grants. Peter Hanley made a motion to appoint William Ebert as EMA Director at the pay rate of \$15 per hour. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

Marge Gilman asked if Mr. McLaughlin, the previous EMA Director had been informed that he no longer had the job. Peter Hanley said that Mr. McLaughlin was aware.

Marge also asked about job descriptions and/or reviews. Ed stated that this process was in the works.

Ed Gorham opened up the meeting to **“Public Comment”**. Peter Hanley stated that he believed that it needed to be voted and agreed upon as to whether or not the Board would accept public comment. Ed said that he believed it was the prerogative of the Chairman to accept public comment.

**Ron Cunningham** stated that he had received an e-mail a few days earlier from Pete Coughlan regarding the PSAP agreement with Lincoln County. He mentioned that the PUC said they had not received anything from the Town on this change. There is a letter signed by the 3 BOS members that was discussed and signed by all 3 and Ron had this letter in his possession.

**Marge Gilman** discussed **Flood Insurance** mandates. Congress is on Easter break and nothing is being done until they come back from their recess. Marge said that she is keeping on top of this and will be keeping Bob St. Pierre informed as well. She stated that people need to be warned if they are going to be mandated to buy flood insurance in the future.

**Mark Turek** asked if he could pose a couple of questions. First, he mentioned the fact that the website now had a survey posted regarding desire to have BOS meetings at night. He thanked the town for doing that. As of today it was showing that 46 people had responded and 83% wanting evening meetings. He feels that the results of the poll show a definite desire for evening meetings. He asked if the meetings were published in the newspaper. Ed said that he was not aware of that. Mr. Turek suggested that this would be a good way to improve communication with the public.

Mr. Turek reported that he had met with the Chairman of the Budget Committee, Michael Carrie, recently and he told Mr. Turek that certain departments do not submit workplans with budgetary breakdowns. He asked if this was something the town was going to work on or is that up for discussion. Ed said that he would imagine that this was something that they will work on in conjunction with the Budget Committee.

Marge Gilman said that the **Budget Committee** is looking in to this and trying to draft certain types of forms for all departments to include, how many employees the department has, workplans, what the salaries are etc., for any town official as this is public knowledge and it should be instituted. Mr. Turek said that Mr. Carrie had expressed concern that the BOS had had in the past about doing that and this will be brought up at the night meeting on April 27th.

Mr. Turek asked the Board if they were planning on taking a position on **LD 1495**. Ed Gorham said there are no plans for the Board to take a stand on this issue. Mr. Turek requested that if the Board was planning on taking a public stand would they please inform the public 30 days before doing so. Peter asked where the information was on this. Mr. Turek said that Maine Municipal probably had information on it. Ed stated that as far as he knew, the Board has no plans to discuss this.

**Arthur Forand** asked the status on **General Assistance**. It was discussed at the last meeting to have an audit of the outgoing GA Administrator. Ed Gorham stated that he had not looked into it. Ed Gorham said that he will check with MMA as he did not know if that was standard procedure. Art said that when there are monies involved, he would want it if he were being replaced with someone new.

Art asked if the Town has Standard Operating Procedures on hiring practices from being a laborer on the public works crew to being Town Clerk. He asked if there were procedures that were followed such as advertising for such positions and what the interview procedure was etc. Ed stated that there was no standard or formal procedures that the Town follows. Art recalled seeing the ad in the Kennebec Journal for Raeleen's position as Registrar of Voters but nothing for Public Works positions.

Art said that in looking over previous meeting minutes, on 10/27/2009 the town hired a public works employee and two weeks later the employee got a \$2.00 per hour raise. This position was not advertised in the newspaper. Art stated that the procedures are not standardized and that pay grades should be established. He would like to see the town run as a business and some work done in conjunction with job descriptions and reviews etc., to create policies on hiring etc. All positions should be advertised, interviews conducted and pay rates established with some uniformity.

Ed said that all of these issues were going to be addressed when working on the issues of job descriptions and reviews etc.

Ed stated that he believed there was no need to go through advertising & interviews for part time and seasonal jobs but this will be part of the process.

Mark Turek mentioned that Delsa & Douglas Mock would like to be part of this process and he would volunteer to help work on that also. Mr. Turek mentioned that he and some other taxpayers in town were upset that John Crocker had hired a relative to work on the public works crew and asked if this was true. John said that it was.

John stated that he thought that Municipalities don't pay into unemployment pool so if the town hires an employee, they are entitled to unemployment and the Town does not budget for unemployment. Janet stated that the Town does pay unemployment, worker's comp, social security etc. the same as all other businesses. Ed asked if we are paying the unemployment insurance tax to the Department of Labor? Janet stated that we do. Ed stated that most municipalities do not.

Peter raised the issue of recording the meeting. Ed apologized that he did not explain to everyone that this was being done. He said that he authorized the recording for the purpose of the accuracy of the minutes being done.

Mark Turek asked about the possibility of posting the information from **RSU #11** on the town website. Ed said he would look into it.

Peter made a motion to adjourn. Lynn stated that there had been no motion on the minutes from the last meeting. Peter Hanley made a motion to accept the minutes from the March 16<sup>th</sup> meeting. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

Ed Gorham made a motion to adjourn the meeting. Peter Hanley seconded the motion. **VOTE – UNANIMOUS.**

Meeting was adjourned at 11:25 a.m. Next meeting is Tuesday, April 13, 2010 @ 10:00 a.m.

Respectfully submitted,

Lynn R. Mealey, Town Clerk