

**TOWN OF RANDOLPH**  
**BOARD OF SELECTMEN**  
**Tuesday, November 9, 2010**  
**10:00 a.m.**

***BOS PRESENT:***

**Edward F. Gorham, Chair**  
**Alfred A. Seymour, Jr.**

***OTHERS PRESENT:***

**Lynn R. Mealey, Town Clerk**  
**Janet Richards, Treasurer**  
**John Crocker, Public Works**

**Michelle Walther, Property Owner**

Meeting was called to order at 10:00 a.m. Ed asked John if anything had been done about the **cemetery fence issue**. John said that nothing had been done yet. Ed asked him to hold off using cemetery funds until some issues mentioned in the preliminary audit report were cleared up. John said that he was going to have it put off until the spring as it was too late in the year to do a project like that.

John signed paperwork to sell a Cemetery Lot to **Holmquist**. All Board Members present and the Cemetery Sexton signed the deed and bill of sale.

Information received from **Eric Wilkins**, Customer Service Advisor, from Central Maine Power Company on the upcoming installation of "**Smart Meters**" was presented to the Board by the Town Clerk. Mr. Wilkins wanted to give the Board some preliminary information in case of questions by the residents of the town. This information was reviewed and will be filed in the CMP file in the office.

John Crocker asked to address the Board on several issues.

John stated that **Cheney Avenue** is in need of repaving and should be put at the top of the list. It had been discussed that South Maple would be done this year but John feels that Cheney Avenue should be done as soon as possible due to the condition of the road. Ed stated that Cheney Avenue should be dealt with as soon as possible. Ed asked John if he had gotten estimates. John said that he had gotten a price from Ferriolo Construction for \$11,801 and felt that this was a fair price for the work and his confidence that they would do the work in a satisfactory manner.

Ed asked if John had looked at the **sidewalk near the school** where Jim Todd had mentioned there was a hole or depression. John stated that he did not feel that this was a safety issue. Ed suggested that he and John walk the area. Ed said he will get in touch with Mr. Todd and ask him to show him where the problem area was located.

**Cemetery mowing** for another year was discussed. John said that he felt that if it was put out to bid, that there would not be any qualified bidders and that it could not be done for half of what it is costing now. Secondly, he said he does not have enough work to keep someone busy for more than one day a week. This summer he had Steve Thurston mow 2 or 3 days or if he needed him to mow, he was available at a moment's notice. He feels it would be better to keep it done by Public Works. There is also work with stones and sunken graves, etc. that still needs to be done.

The town's Auditors had an issue with the funding of the cemeteries which needs to be discussed.

John asked if he could put some new language in the bidding contract for plowing that will be upcoming in this next year. John will add some wording and give it to the Board for their approval.

He also asked if he could make a change in one of the articles in the **Cemetery By-Laws**. He would like to add something to Article 9, Section C regarding the use of plastic containers. John will come up with the wording and this will be added for adoption by the Board. Ed said that he would like it put in the by-laws that the Town employees doing the work have been instructed to use caution when doing work in the cemetery.

John Crocker asked the Board if he could have a key to the front door. Al Seymour made a motion to give John Crocker a key to the building. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

John also asked the Board to urge Ron Cunningham to get completion certificates to him for fire extinguisher training that he has already completed.

Discussion of the property owned by John Thompson next to the fire department. Mr. Thompson has complained about water running off the roof of the fire department and onto his property. John said that he felt it was not his problem and should be taken up with the Fire Chief. Ed said that he would like to go down there and look at the problem with John. John also said there are some problems with elevation in that area. There were also some issues with Mr. Thompson plowing the snow up to the front of the drain.

Al Seymour asked about the maintenance of the **outside of the Town Office**. He stated that the building was very dirty on the outside near the entrance. John stated that it was pressure washed a month or so.

John said that he was going to have some trees cut in the **Blanchard Cemetery** but would put this project on hold until the issue with the cemetery funds was cleared up. There is a large tree that John feels is a safety issue but it may cost a couple of thousand dollars to get it removed. Ed stated that if this tree is a safety issue it should be taken care of immediately.

**Michelle Walther** or 27 Vaughan Road in Hallowell, asked to speak to the Board. She is the owner of two properties, one at 4 Third Street and the second at 17 Pleasant Street. She was complaining about the assessment on the Pleasant Street house and the condition of the neighborhood on Third Street. She stated that the tax bills on both places had gone up.

Ed Gorham said the Board will look into both situations and will get back to her. Some research will be done and the Board will respond to her issues. The tax collector provided some paperwork to the Board on Ms. Walther's properties regarding her assessments, taxes and abatements that she has received. Ms. Walther left the meeting. Janet Richards, Tax Collector provided the Board with paperwork regarding an abatement in the amount of \$261.69 that Mrs. Walther received in February of this year for the property at 17 Pleasant Street. Janet stated that in fact the taxes had gone down last year and again this year.

Discussion as to whether or not the **CEO** has started action on the properties in question on Jones and Third Streets.

Al Seymour made a motion to accept the **minutes of the October 26, 2010** meeting. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

Payroll and accounts payable warrants were signed by the Board members present.

The **preliminary audit report** was discussed. The report stated some issues with our carry forwards and dedicated accounts. It is the auditors' opinion that we should not have as many as we do. Dedicated accounts we now have are: Capital Improvement Roads/Capital Improvement Sewers & Fire Department-Fire Truck. The Board feels it is necessary to keep these accounts they way they are currently set up.

**Fraud Prevention Policy.** It was recommended that the model be obtained from Maine Municipal Association. This must be developed, accepted and discussed with each employee for the Town on an annual basis. Al Seymour made a motion to get a model for a Fraud Prevention Policy. Ed Gorham seconded the motion. **VOTE – UNANIMOUS.**

**Permanent Funds** – Maple Grove Cemetery funds shows a “negative expendable interest fund”. When the Town took over the Cemetery accounts, there was money in CD's for perpetual care and the CD's were cashed in and put into a savings account. It was unclear as to what was being suggested by the auditors. Janet suggested that someone from the Board call the Auditors and discuss this with them for clarity. \$11,767.00 is in the checking account now plus the \$13,000 that is appropriated each year.

Janet expressed that she interpreted the audit report to say that the Board needs to exhibit more oversight on the payroll and accounts payable with the warrants etc., each week.

Employees who are “salaried” were discussed. John Crocker, Sonny James, Ron Cunningham, Greg Lumbert and the EMA director are employees who are currently salaried with little or no oversight of their hours.

Discussion of **late fines** that may be put on the contractor of the pump station project. Fines will be applied towards the contractor's price if they are enforced and will just be less money that the contractor will be paid and less money from the grant that will be needed. The fines have not been decided as of yet. The Town Attorney will be consulted and will give recommendations. His fees will come out of the loan and grant.

Proposals from **Savings Bank of Maine** were discussed. Representatives from the Bank will be asked to come to the meeting of Tuesday, **December 7, 2010 @ 10:00 a.m.**

Next regular meeting is scheduled for **Tuesday, November 23, 2010 @ 10:00 a.m.** John Larouche, Bobbi Arnold (**USDA**) and Dave Foster (**SBM**) will be at this meeting for the close out of the loan.

Ed Gorham made a motion to adjourn the meeting. Al Seymour seconded the motion. **VOTE – UNANIMOUS.**

Meeting was adjourned at 11:18 a.m.

Respectfully submitted,

Lynn R. Mealey, Town Clerk