

TOWN OF RANDOLPH
BOARD OF SELECTMEN
Thursday, November 29, 2016
5:00 p.m.

BOS PRESENT:

Mark Roberts, Chair
Robert Henderson, Jr.
Matthew Drost

OTHERS PRESENT:

Gary & Kelly Frost, Residents
Art Forand, Public Works
Sonny James, Pumpstation Superintendent
Lynn R. Mealey, Town Clerk

Meeting commenced at 5:00 p.m.

Gary & Kelly Frost were at the meeting to discuss making arrangements to pay off tax and sewer liens. They were asking for an extension to pay on property taxes and sewer. They would like to use their income tax returns to make payments. After discussion with the Frosts the Board agreed to set up a payment plan and give the extension needed. They stated that they will be able to pay \$500.00 on their sewer lien at the beginning of January 2017.

Matt Drost made a **motion to allow them to pay** \$2,350 on the 2014 taxes in February when they receive their income tax returns and to pay \$300 installments in May, August and November. Bob Henderson seconded the motion. **VOTE – UNANIMOUS**. At 5:13 the Frosts left the meeting.

Robert Rausch was on the agenda but could not attend due to illness. He was rescheduled for **Tuesday, December 6, 2016 @ 5:00 p.m.**

Art Forand gave the Board some samples of letters **regarding deadly fixed objects** in the town right of way. These were obtained from the Maine Municipal Association Roads Manual and will be tweaked to fit what the Town needs. These are letters that will be sent to anyone in town who is deemed to have a deadly fixed object in the Town right of way. It will put people on notice and copies will be kept by the Town in case there is failure to take care of the problems. Even though this includes some mailboxes, the Town cannot remove those. Mark will talk to Peter Coughlan before deciding how to word the notices. Public Works will be responsible for identifying areas where there are problems.

Art had a proposed annual bill from the **Turf Doctor** regarding roadside spraying etc., and it stated that if the Town pays ahead of time they will save \$30 off the price of \$600.00. The Board did not act on this. This spraying also includes the rocks at the main pump station.

Art presented the Board with bills from **DB Nadeau** for several projects: Meadowview Drive: \$18,496 which they decided will be split between Sewers (615) \$8,496 and Capital Improvement Sewers (840) \$10,000.00.

Moving the Connex box was \$400 plus Art's hours and will be taken out of (616) Public Works Roads.

Flushing of the sewer lines done on November 12th \$560 will come out of Sewers (615). This was done by Ted Berry Company with assist from Art and Dan Nadeau. Camera work was \$425 and will come out of 615 also.

\$1,298 will come out of Buildings & Lands (635) \$125 from Dangerous Buildings (809)

Art said that he has closed up the cemeteries. He did not know whether or not it was his job to do this or the cemetery sexton. He connected the chains so that no vehicle can drive in.

The "speed sign" will be taken down and stored along with the solar panels. Art thinks that it could be stored in the mechanic's room at the Town Office. Matt asked that he get the data from it before putting away for the winter.

Bob gave a list to Art Forand of things to be done:

Pot hole on Birmingham Road (on corner near State garage)

Pot holes on Central Street at Second & Third Streets

School & Lincoln Streets (corner)

New street signs – in the process of being put up

Marking curb ends for plowing

Trimming brush growing around signs.

The Board also asked Art to please use Sonny James as a laborer when needed and it was discussed that a "help wanted" ad be put in the KJ advertising for a laborer to help when needed so that the Town can have back-ups for Art and Sonny. Andy McKenna was discussed. He may be asked to work as a laborer as he has been used in the past. Art expressed concern that if using Sonny as opposed to Danny, there would be an issue with equipment.

Bob also asked Art to make up a wish list of **tools** that would be needed in the future, so that it may be presented during the next budget season.

Timesheets were discussed again. The Board would like public works and sewer department to be more detailed on time sheets so that a history can be created for problems that arise in Town. Mark has a template that will be looked at for possible use. This would include times, dates and location.

There is a problem at the top of Pine Street (Sirois). This washes out repeatedly and catch basins are needed up there with possible tie-in to the State catch basin. The Town will have to draft a letter to the regional supervisor to get permission to tie into that. Cold patch can be a temporary fix for the winter.

Bob reminded Art to make sure he complies with the Personal Protective Equipment and Job Safety Analysis when doing jobs for the town and this includes anyone working for the town, even hired contractors. Art suggested that these contractors be briefed on the policies. Bob said that even hired contractors should be doing these.

Art left the meeting at 6:25 p.m.

Matt Drost made a motion to accept the minutes of the November 22, 2016 meeting. Bob Henderson seconded the motion. **VOTE – UNANIMOUS.**

Sonny James came into the meeting. The Board told him that they spoke with Art about using Sonny for town jobs. He was also reminded of the Personal Protective Equipment policy so that when he is working for the Town, he complies completely.

Keys to the Town Truck were discussed. It was decided that Sonny James should have the extra set of keys in his possession. Sonny also asked that he be included in all trainings or classes that are attended by Public Works.

Sonny left the meeting at 6:50 p.m.

Bob Henderson made a motion to adjourn the meeting. Matt Drost seconded the motion. **VOTE – UNANIMOUS.**

Meeting was adjourned at 6:52 p.m. Next regular meeting will be Tuesday, December 6, 2016 at 5:00 p.m.

Respectfully submitted,

Lynn R. Mealey, Town Clerk