

Selectmen Meeting Minutes – July 18th, 2018

PRESENT:

Selectmen Chair: Errol Peters

Selectmen: Michael Ransmeier, Jennifer Locke

In attendance: Jason Cartwright, Heidi Sagar, Claudia and Reg Lavoie,

OPEN SESSION:

The selectmen began their regularly scheduled meeting at 7:03PM

Jason Cartwright- Came to discuss the bill issued from Lisbon to Landaff for the use of a Lisbon fire hydrant without communication, for a longer than normal time, and for the purposes of training and filling a private pool. Jason explained that the drawing of water from the hydrant and the pumping off of the water provided valuable training for the members of the department who attended, and that his understanding of Landaff's access to the hydrant had been incorrect and this unfortunate incident provided an opportunity to bring clarity to the issue. Jason has had conversations with Lisbon and is very aware of the boundaries of Landaff using the hydrant going forward. Michael explained that Lisbon has a serious problem with their water system, the system is older, and the water supply is limited, consequently residents pay pretty high water bills. Errol asked about whether they were supposed to be using a hydrant at the end of the line to reduce hammering of the system, and Jason explained that that hydrant had smaller connectors and was unreliable and it was his understanding that they weren't supposed to use that one. The bill amounted to \$500.00 and Jason assured the town that Mike Ball would pay the bill as it was his pool that the water was used for. The Select Board agreed that the town would pay the bill right away so that Lisbon could put the issue to rest and Mike Ball would submit a check to the town for the amount. Jason said he had received another inquiry about filling a pool and the Select Board stated that they would consider whether it should be something the department does and get back to Jason with their answer, if the department filled any future pools it would be from a pond or brook.

Michael reminded Jason that at the last meeting Jason attended Jason had commented that the fire department could use more support from the Selectmen, and that this type of thing happening does not make it easier to do so. At the last fire services committee meeting Jason provided a paper listing the members and evaluating them on engagement level, Michael requested that Jason edit the report to include a quantitative evaluation of member engagement by providing a specific number of trainings attended instead of the qualitative assessment he had assigned. Errol-asked Jason about the discrepancies between Pat's numbers and his on training attendance, and Jason said he would check his paperwork his report might have been missing a page. Michael updated Jason on the towns background check policy and that the Board is updating the policy to include only a criminal background check no fingerprinting will be necessary. Jason said that he is working on the driver license copies he has some and needs to get the others.

The Select Board inquired about a rumored leak in the new truck, and Jason provided an update that the new truck has a hairline crack at the very top of the fiberglass that has been there since they got it, the crack is only about an inch down from the top and so does not have a very big impact on overall capacity. It's in a position that would require taking off the top to repair, and at this point it does not have a big enough impact to warrant repairing. Old Home Day is the third Saturday of August, Jason asked if the department could use the property the same as always, Michael asked whether they do any Police coverage, and the department hasn't in the past. The select board said the department can use

the land. Jason said the department will get the date advertised this coming week probably. Jenn made a statement to Jason that at this time the department is facing greater scrutiny than ever and that she hopes he will overcommunicate with all parties going forward in order to prevent future issues.

Reg Lavoie- The trustees have two small accounts that are labeled as operating accounts but have had no activity since 2015. There is no record of what the accounts were for, and he's trying to decide whether they can be closed out. The Board had some suggestions but no firm answer so he is going to contact the auditor and see if they know anything and if they have no reason not to then he will close the accounts and transfer the few hundred dollars over to the main accounts.

Checks- Select Board signed the checks to pay the approved bills from the previous week.

Andy Brackett- asked about the plans for lighting on the end of the handicap ramp and whether we wanted a light that only shines on the flag or on the parking lot. The Board decided to have a double pronged light that would shine on both the flag pole and the parking lot/ramp entrance with the parking lot light having a motion sensor set up like the other outdoor lights.

Gayle Clement- Brought the incoming mail for review and discussed with the board the piling up of items in the office, the board agreed to ask Karen whether she would be willing to come in to help them catch back up, and Karen said she would think about it and get back to us. There was a registry of deeds envelope that had been pending for a while due to an incorrectly filled out check, the Board agreed due to the minimal dollar amount involved to send it on to the registry of deeds and Gayle will contact them for a corrected check. There was a request to deputize James Santaw as fire warden. The Board was concerned about his level of knowledge and would like to wait to discuss further with Jason.

Errol sent short letters to the job applicants from before saying thank you to the gentleman that took a job elsewhere, and letting the other applicant know that we would not be hiring her for the position. The Board agreed that there would be no charge to the family for the use of the town hall for the celebration of John Poland's life due to his years of service to the town. Michael will call Primex and respond to their request for our liability exposure update and ask for an extension on getting it completed. Jenn offered and was asked to read Karen's email to make sure no items are there that need addressing. The bathroom lights were not working well downstairs, Andy replaced the light system with an energy efficient LED system.

Employee Handbook page- Voted and approved with a few changes Errol moved and Mike 2nd to accept the update. Michael will update his letter to Dale and send to Jenn with the boards signatures, Jenn will provide a copy of the letter and the policy update to Dale and Jason, a copy for the office records, and copies for Errol and Mike for their handbooks.

Job Description- The title of the job was discussed and all agreed that the position should continue as an Administrative Assistant title and that the responsibilities could develop as the experience of the person in the position does.

Audit Results- The board discussed the audit findings in the draft audit report related to deficiencies or significant recommendations from the auditors. The auditors want the town to have an investment policy which we do have so Jenn will send that to them along with a correction that the town has no outstanding notes, and that the town will do a warrant article for 2019 rescinding any outstanding approved to get but never gotten notes that the auditor shows for 2005 and 2006. The auditors

recommend that the town have a disaster plan for the accounting records and Michael said he would try to get a copy of Lyman's version. The auditors have not send a final report at this time.

Intent to Cut- Stacey Thompson has not given his to Errol yet.

Minutes- 7/18 Michael moved to approve with the changes, Errol 2nd all approved.

Meeting adjourned at 9:10PM

The foregoing minutes were approved on July 25, 2018 by the following members of the Board:

Errol S. Peters

Michael S. Ransmeier

Jennifer L. Locke