**TOWN OF LIMESTONE**

**BOARD OF SELECTPERSONS AND ASSESSORS
Meeting Minutes
Wednesday, February 1, 2023 at 6:30pm**

1. Call to order Time – 6:30pm

Board Members Present:

Durepo \_x Brooker\_x LaBreck\_x Pelletier \_x Philbrick \_x

1. Pledge of Allegiance & Prayer
2. Adjustments to Agenda – None
3. Approval of minutes:
4.1 Approval of January 18, 2023 minutes - motion made by Pelletier to accept as read, 2nd Philbrick. No discussion. So voted.
Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
4. Committee & Board Reports

5.1. Solar Committee – Kelley reports last 2 months solar generated $9,026.00 to go towards loan. The $50,000 check was received for the 2nd grant written for efficiency improvements on solar arrays. Kelley reports Versant is still making errors and he has been spending approximately 10 hours per week getting accurate charges from Versant and he needs to charge for his time. He has been working with the town manager with the issues. Brooker asks for how long and Kelley states it is dependent on Versant and their billing issues. Brooker states he would like to have the community school involved with the solar as he feels MSSM has not done as they said they would. Kelley states he and Elliott met with MSSM and there is a power purchase agreement and they pay the town instead of Versant and all of it goes to the town to cover the loan for the towns portion, not their portion. Elliott states the agreement is in MSSM’s lawyer’s hands and we need to wait on that. Pelletier is in agreement with Elliott and Kelley on the partnership with MSSM and waiting on the agreement.

5.2 Recreation Committee – Durepo nothing to report at this time.
5.3 Highway Department – Kaiser reports the operator position has been filled. The new employee started Monday. They have been cleaning and organizing the shop and has started preparing the budget.

5.4 Fire Department – Poitras reports he had a crew at Caribou for that fire and it’s a big commitment form 2am – 6am and the 8am – 3pm. Elliott reports that he wanted to verbally recognize the crew at this time as the mother to be people whose house they went to all came out alive and she was extremely grateful. Poitras states she came to Monday’s fire meeting and thanked them. He states he has a dedicated crew with a lot of longevity and skill.

1. Manager’s Reports
6.1 Town Manager Report - (see town manager report for more detail)
 -Elliott reports he met with emergency preparedness committee and everything is in place for at school for generator.
-There are applicants for all open positions and the hiring will be discussed in executive session.

-NRBC grant opportunity – he will apply and Susan Collins office sent a number of grants over (see attached) and asked selectboard to look at #12 for highway infrastructure.

-RHR Smith has been given all the materials requested to perform audit.
-Grant writing workshop on February 25th at 8am with Brooker and Elliott attending.

-Police Chief request exec session but cannot attend this meeting would like to have it next meeting.

1. Public Comments - none
2. Old Business
8.1. Town Manager Search Process

8.1.1 New timeline set for end of May with July start date for Town Manager.

8.2 ARPA Funds discussion – Elliott can find no motion on use of ARPA funds only suggestions on where to spend the money. The funding balance to spend is approx. $206,000. The initial discussion on spending was $3,000 for heat pumps, $5,000 for tile to go around town office to prevent wet basement and future mold, $10,000 for a grant writer, $200,00 Highway Dept garage, and money for an electric sign. Brooker asked Elliott what could be done for the Fire Dept and turnout gear. Discussion about funding, budgets, overlay and general fund by Durepo, Elliott and Pelletier. Durepo suggests appropriating $10,000 for grant writer to seek out grants for highway dept., fire dept., and other needs and use the remaining ARPA to leverage/match. Elliott suggests using $7,000 ARPA funds for 2 sets turnout gear for fire dept., contract grant writer services, use maint. Exp. budget for drains and use the remaining $200,000 as leverage for the grant. LaBreck asked for a motion. Durepo makes a motion to use up to $10,000 admin for grant writer, 2nd by Pelletier. Discussion: Philbrick asks if there will be enough money in the admin as we are planning to hire a town manager. Elliott states July is the start date for town manager. No further discussion. So voted.

Durepo \_x Brooker \_x LaBreck \_x Pelletier \_ x Philbrick \_x
Durepo made a motion to spend $7,000 of ARPA funds for 2 sets of turnout gear for fire department. 2nd by Pelletier. No discussion. So voted.

Durepo \_x Brooker \_x LaBreck \_x Pelletier \_ x Philbrick \_x
Motion made by Philbrick to use remainder of ARPA funds for the Highway garage. 2nd by Brooker. No discussion. One opposed. Vote passed.
Durepo \_ Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
Durepo asked Chair to get committee together to look at the new highway garage. Philbrick states he would like to be on committee. Brooker, Elliott and Kaiser will also be on committee and Elliott will invite two people from the public to also sit on committee. Poitras gave some guidance of how it worked for the fire dept and the committee when they were in the process of a new fire dept.

8.3 Boston Cane presentation on February 10th at 2pm at the town office. Benny Brown is the recipient. Public is invited. Elliott will get it out to the community.

1. New Business

9.1 IRS Penalties and interest – Elliott states starting with 1st quarter of 2019 a payment was dishonored from IRS due to lack of funds. It seems movement of funds not transferred. 3rd quarter 2019 LCS sent 941 and town office was sending theirs electronically. 2nd quarter 2021 insufficient funds due to deposit shifting. Elliott is working through all of the 941s and by Monday he should be done. He states we may not have to pay $37,000 in fines.

9.2 EMA Director appointment – Elliott contacted EMA Director and stated to Elliott he is resigning and wants pay from January until now. Durepo states he was not around for the last major event. Pelletier states he attended some EMA trainings. Elliott suggests paying for ½ year. Durepo asks Elliott to reach out and have him provide documentation that the board can review before making a payment decision. Labreck agrees we should ask him to provide the things he did. Elliott states he was paid a little more than $600. Philbrick states Elliott needs to reach out and get the documentation.
Durepo makes a motion for town manager to appoint town manager as the EMA Director,
2nd by Pelletier. No discussion. So voted.

Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
9.3 Preparedness Meeting Held – Elliott states he held an emergency preparedness meeting and the discussion centered around the need to have the Community School set up as a warming center. He will be taking the minutes. Elliott checked on the school connection for the generator and the circuit for the generator is intact and supplies the whole building depending on the size of the generator. If the big generator is to be connected permanently changes will need to be performed in Versant metering circuit. The EMA generator stored in Fort Fairfield can be readily connected. Elliott will test the generator on Thursday to make sure the school will be available as a warming center on Friday/Saturday if needed. Will advertise on social media and other organizations.

9.4 Audit request - RHR Smith contract 3yr requested 11,500 this year. (See contract) Elliott states they have been given all the materials they requested. Pelletier made a motion to sign contract, 2nd by Philbrick. Discussion: Durepo asks if it went out to contract, if due diligence was done. Elliott states yes, due diligence was done. No further discussion. So voted.
 Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x

10. Elected Official’s Reports & Statements

- Pelletier thanked the highway dept for all their work and keeping the roads plowed. He states the beavers are back on the Bog Rd. Kaiser states the new hire has a guide license and that will be helpful.
-Brooker states Code Enforcement officer spoke at selectboard meeting and provided a quote for providing extra hours to work specifically on BETE (Business Equipment Tax Exemption) with us getting back to him by January. Motion made by Durepo to extend B. Saucier’s contract for $3,000, 2nd Brooker. Discussion about the contract being specifically to work on BETE project. No further discussion. So voted.

Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
Brooker states we need to collect back taxes and he asked Elliott for a list of tax acquired property as he would like to see it back on the tax map. Elliott will provide it. Brooker questions what services we should shut of belonging to LDA. We still have not had our representative show up at our meetings with an update. A letter was sent requesting funds owed. Elliott states they have paid police and ambulance. Discussion on whether the police payments are what the town requested or if they are paying from an agreement from years ago. Elliott & Brooker will get on the agenda for next meeting. Durepo will zoom in.

-Durepo – He requests LDA and Wood attend selectboard meeting and address the board with an update. He asked Elliott if he would reach out to Wood and find out if they are looking into PFAS contamination and the results of wells tested, etc. Also if he is not getting anywhere with Flora, it’s time to go a step above him. Durepo asks Elliott where we are on the time keeping information? Elliott states he is meeting Monday with Vera Clock and at this point it appears they might be the least expensive at $69 monthly; though he does not like the cost. Durepo states the board voted for time system. Durepo asks about TRIO and Elliott states the 2021 tax bills didn’t print out correctly and they are working on getting it corrected with TRIO. Durepo would like time clock data for next meeting. The Albert Michaud Park building had frozen pipes and toilet. The entire system needs to be replumbed so it will be easier to winterize and needs a new toilet. $2,100 of the money will come from Recreation budget. Heat is on and everything is thawed. Elliott suggests we do get it done as the building isn’t useable as it is. Durepo offered to donate a window and would like to see it as a multi-use building. Elliott gets okay from Board to move forward with getting the building repairs done.
-Philbrick – Had a meeting at AWS last Friday. They purchased a new John Deere dozer and For Pickup. There was discussion about a battery collection box for cell phone batteries to reduce fire hazards there. Philbrick asked Elliott if he thought we could add a battery collection box down next to the Igloos. Elliott states he will look into it and believes it can be done. Labreck – She agrees that we need to look into getting back taxes owed. Elliott states he is working on getting procedures in place for past due notices, liens etc. as there are statute time lines to follow and they hadn’t always been followed.

11.0 Other – Employee handbook – Board will review suggested changes that are in red. Take home and bring back next meeting.

12. Approve Warrants

12.1 Payroll Warrant(s) #35
 Discussion: Philbrick asks about highway part-time help and where is the payroll expense? Elliott states he hasn’t turned them in but he will have him do it regularly. Philbrick doesn’t want banking of hours.
Motion to accept Pelletier, 2nd \_\_Philbrick
Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
12.1 Payroll Warrant(s) #36
Brooker asks if our Chief of Police has a schedule and if Elliott could provide it.

Motion to accept Pelletier, 2nd \_Brooker
Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x
12.2 A/P warrant(s) Preview Journal 228

Motion made by Philbrick, 2nd Brooker

Durepo \_x Brooker \_x LaBreck \_x Pelletier \_x Philbrick \_x

13. Executive Session - Personnel
Motion made to move to enter executive session pursuant to 1 M.R.S.A. 405(6.A.10 for consideration of personnel employment by Durepo, 2nd Pelletier. Time: 8:27pm

14. Adjournment –

Out of exec at 8:52  With direction to hire rec assistant for the afterschool activities.  Meeting adjourned at 8:55

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Irma Labreck, Chairperson Randall Brooker, Vice Chairperson

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 Paul “Chris” Durepo, II Jesse Philbrick

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 Fred Pelletier