

Approved

Town of Randolph
OFFICE OF THE SELECTMEN
MINUTES OF MEETING – March 14, 2016

Members Present: Michele Cormier, John Turner, Lauren Bradley and Linda Dupont

Guests:

The meeting began at 7:00 PM.

Minutes of the February 22, 2016 meeting were reviewed and signed.

Vouchers were reviewed and signed.

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DISCUSSION ITEMS AND MOTIONS:

John Turner made a motion to make Michele Cormier the Chairman of the Board, Lauren Bradley seconded the motion. Michele noted that due to her schedule, she would take the position this year but would need to pass it to another next year.

The board agreed to resume their rolls as follows:

- 1) John Turner will remain on the Planning Board
- 2) Michele Cormier will be the Selectmen’s representative on the Forest Commission.
- 3) Lauren Bradley will be the Selectmen’s representative on the Conservation Commission.

The board discussed inviting Chief Lowe to attend the Board of Selectmen meetings monthly for the purpose of updating the board on activities occurring throughout the town.

The board reviewed two (2) building permits:

01-16	Joan Darlington	New Garage
02-16	Barbara Wysesession	replacing a deck and adding a metal roof

John Turner made a motion to approve the building permits, Lauren Bradley seconded the motion. All approved.

Two (2) letters requesting appointment approvals from the board included:

- 1. Angela Brown requested the approval of Katie Kelley as the Deputy Treasurer for the town. John motioned to approve Katie as Deputy Treasurer. Lauren seconded the appointment. All agreed.
- 2. Nancy Penney, Trustee of the Randolph Library, requested the approval of Janet Halverson for the position of Alternate Library Trustee. John motioned to approve the appointment of Janet as Alternate Library Trustee. Lauren seconded the appointment. All agreed.

Primex Insurance Company has scheduled to meet with the town on Friday, April 1st for the presentation of a quote and insurance plan for the town. They will be providing a plan for the Town's property liability and workers compensation insurance. Lauren Bradley and Linda will attend this meeting and bring the information back to the board.

The town received a letter from the state regarding the status of the bridge on the west end of Durand Road. Lauren will review all the information that has been collected since 2002 and contact the state as to the town's position regarding the Class 6 road and the bridge.

Roberta Arbree sent a request to the board inquiring, what would be the tax impact of land removed from the town valuation for the purpose of conservation. The impact is the current tax rate per thousand.

Linda confirmed the Town's assessing information is available through the assessor's website. This limited information is available through Avitar Associates of New England, anyone requiring more information would need to purchase an agreement through Avitar Associates or visit the Town Hall.

The board reviewed the residents' concerns in obtaining cameras to be placed on roadways in town. Linda was instructed to compose a RFP that will be sent out to bid to companies that provide this type of service.

A letter stating the changes to the Town of Randolph's Dispatch Protocol has been sent to the Gorham Chief of Police, Randolph Chief of Police, Troop F, and Robin Frost, Gorham Town Manager on February 23rd 2016. An updated copy of the Dispatch Protocol with these changes was included with the letter.

Linda was instructed to place an invitation to bid in the local newspapers for the purpose of hiring someone to fill the position of mowing the Town cemeteries, Town properties and Ravine House Pool areas.

The selectmen signed the North Country Fire Mutual Aid District annual agreement for 2016.

Linda discussed several happenings regarding the use of the Cross meeting room and kitchen area:

- 1) One resident's use resulted in a fire in one of the ovens, due to an oven mitt being overlooked in the oven, both ovens needed to be cleaned. This resulted in an additional 4 hours of the janitor's time. The board requested the resident be billed for the additional time required for cleaning to the resident.
- 2) The RMC has booked and used the town facilities twice in the past and has not provided the required deposit that all residents, clubs and organizations have provided. On several occasions, they have not removed their trash as well. A letter will be written stating they must comply with the rules of use, when using town facilities.

The board established a new policy regarding replenishing the petty cash funds in the office. To replenish the petty cash fund, the bookkeeper may create a check payable to "CASH", noting in the memo the purpose of replenishing petty cash.

Linda stated all the PA-28 Property Inventory forms have been printed and she would like to have them placed in the mail by Friday. The board approved that Linda could acquire the help of Michelle Berwick in order to get them mailed out. Michele Cormier spoke about talking with Michelle Berwick regarding the position of secretary for the ZBA and planning board as approved at the Town Meeting.

The board agreed to have Michele speak with her to see if she would be willing to consider the position.

Ron Dogopoulos came into the Town Hall on Monday to inform the Town he spotted a portion of the Portland Pipeline approximately 20-30 ft. in length which has been exposed and undermined by the flow of water from a flowing stream. A portion of the 12 inch pipe was suspended in the air while the remaining exposed pipe was lying in the stream. Linda called Portland Pipeline who contacted an area representative who investigated the area. He informed the town this pipe is an abandoned pipeline no longer in use. It has been exposed for a while and is monitored weekly by air and last September by foot. Pictures were taken at that time to document the condition. They informed the Selectmen's office of two other locations that are monitored weekly. Linda was asked to inform Ron Dogopoulos of the findings.

Ted Wier has set up an appointment with Dave Cribbie of Brooks Brothers to give the Town an estimate on replacing the two (2) box culverts on the east end of Durand Road. This is scheduled for Wednesday, March 16th at 1PM. Lauren will contact Ted and possibly Kevin in order to meet with Dave and visit the areas in question.

Michele Cormier has spoken to Ray Cotnoir regarding solutions to the Municipal Buildings roof issues. Michele will request a plan and an estimate from Ray Cotnoir in order to resolve this issue this year.

Michele Cormier discussed the options of repairing the step in front of the Town Office and is open to any suggestions to correct the spalling issues.

John Turner made a motion to adjourn at 8:35 PM. Lauren Bradley seconded. All agreed.

Randolph Board of Selectmen

Michele Cormier, Chairman

John Turner

Lauren Bradley

Linda Dupont, Assistant to the Selectmen