

# **TOWN OF LIMESTONE**

**Wednesday, November 2, 2022 at 6:30 P.M.**  
**BOARD OF SELECTPERSONS AND ASSESSORS**  
**Meeting Agenda**

1. - Call the meeting to order
2. - Pledge of Allegiance & Prayer
3. - Adjustments to Agenda –
4. - Approve Minutes – October 19, 2022 Board Meeting
5. - Committee & Board Reports –
6. - Manager's Reports –
7. - Public Comments –
8. - Old Business –
  - 8.1. LDA Update
  - 8.2. Continued discussion on Limestone School doing the Town's Payroll
  - 8.3. Employee Handbook review
9. - New Business –
  - 9.1. Audit acceptance
- 10.- Elected Official's Reports & Statements –
- 11.- Other –
- 12.- Approve Warrants –
  - 12.1. Payroll Warrant(s) – none
  - 12.2. A/P Warrant(s) - #18, Journal #0110
- 13.- Adjournment -

**TOWN OF LIMESTONE**

**BOARD OF SELECTPERSONS AND ASSESSORS**

**Meeting Minutes**

**Wednesday, November 2, 2022 at 6:30pm**

1. Call to order Time – 6:30pm

Board Members Present:

Durepo \_ Brooker x LaBreck x Pelletier x Philbrick x

2. Pledge of Allegiance & Prayer

3. Adjustments to Agenda – Move 8.3 Employee Handbook Review after agenda item 11. - Other.

4. Approval of minutes:

4.1 Approval of October 19, 2022 minutes - motion made by Pelletier to accept as read, 2nd Philbrick. No discussion. So voted.

Durepo \_ Brooker x LaBreck x Pelletier x Philbrick x

5. Committee & Board Reports (6:35pm – Durepo is now in attendance)

5.1. AWS – Philbrick states he attended meeting and there was discussion of a possible 4-5% budget increase for next year. Still in the discussion phase.

5.2 LWSD – Labreck states nothing new, they are still receiving LDA payments and the district does not intend to have to spend any money for septage handling upgrades but expect to be 100% grant funded.

5.3 Solar Committee – Kelley states both solar sites are producing at expected capacity. They have exceeded the electricity expenses so will be going into winter banking a credit. It has generated over \$30,000 in savings and banked credits. Met with Elliott and St. Peter on how they will apply credits and pay off debts. Pelletier asked about MSSM purchase. Kelley states meeting on Tuesday with MSSM personnel. Elliott will also be attending the meeting.

6. Manager's Reports

6.1 Town Manager Report – see attached

Assessors certification report needs to be signed at end of meeting.

Saucier Services- Elliott needs clarification if we are to move forward with this proposal. No money in budget for this year; proposal was for 2023. Brooker asks if there are small amounts of money that can be used as needed. The extra services will be used as needed and funds available. The consensus by all selectpersons to move forward.

Trafton Balance Sheet – see attachment

Durepo states \$13,000 income from Trafton may be so, but not the correct way. Discussion on whether all the bills are in and what other expenses are out there and not on the balance sheet. Brooker states there is around \$600 at S.W. Collins that hasn't been billed and they are still working on picnic tables so there will be more expenses. Labreck asked Keiser if Lot #8 was cleaned up yet and he replied no. Brooker states Job Corps offered to send a crew out to clean up Trafton Campground for the winter and Keiser should call Roger Felix or get with him and he will help him reach out to Job Corps.

Public Works Bid package – submitted Oct 19<sup>th</sup> and so far, no movement and nothing on the police vehicles either.

Brooker states Keiser could ask local companies if interested on bidding.

Road Bond Package – Elliott will look at a million and bring back the % and other information if select persons want that amount. The consensus was to move forward with a million-dollar bond package and bring the information to the board. Philbrick stated the town should really consider a paver and roller and working with another town to share. He feels there is a big savings there. Brooker states we are so short on help as it is. Elliott states LDA plans to do paving and maybe a co-op with them, he has a meeting with Carl and will mention it.

Peabody Eaton- (see attachment) Other than MMA it's up to board to decide if we want to stay local (New England) or expand their search area. Durepo and Pelletier would prefer New England search area. Discussion on costs quoted and what advertising we could do for little or no cost including Career Center, social media, WAGM, Opportunities Aroostook. Pelletier made a motion to have Peabody Eaton search limited to New England, 2<sup>nd</sup> by Durepo. Elliott will look into opportunities locally to also place ads. No further discussion. All in favor. So voted.

Durepo x                  Brooker x                  LaBreck x                  Pelletier x                  Philbrick x

Other Ads for Positions – Elliott states there have been two responses to the librarian position, one for the town manager and two for the public works foreman. One applicant inquired about the Rec. Dept and if a full-time position would be offered there would be interest. Durepo states after the 11<sup>th</sup> the part-time rec person is getting done. The pool lifeguard is sporadic. There will be Peewee basketball, working with MSSM on using their gym, put on a town trunk or treat, this has all been done by a volunteer committee. Durepo states he is looking at a grant for swim lesson with Chris Kilcollins. Brooker asks if we can bring person interested Recreation Director in and find out what they are all about to see if there is an interest on both sides. Pelletier suggests looking at resources to offer full-time and carry through the year before we bring someone in. Kelley questions if a town meeting would be needed to change part time to full time and Pelletier states only if we need more than budgeted. Durepo suggests putting out ad for part-time after school since after the 11th there is no one and someone at the school might be interested in working those hours. We also need to advertise for another lifeguard. Pelletier asks if the school has a century 21 grant. Michelle Albert states a lifeguard is very much needed based on surveys from Age Friendly. The 2pm – 5pm hours for rec dept might be of interest to employees at the school looking for part-time work. Pelletier makes a motion to table until we get more information on the budget from Elliott but to work on

hiring a life guard and getting more information century 21 program/hiring afterschool person. 2<sup>nd</sup> by Durepo. All in favor. So voted.

Durepo x            Brooker x            LaBreck x            Pelletier x            Philbrick x

Efficiency Maine Grant – Elliott states any town with less than 5,000 people can apply. Walt will research on what it covers and report back to board.

Hiring policy – see attachment

Pelletier makes a motion to accept as read, 2<sup>nd</sup> Phibrick. Discussion – Durepo states its over reach of the board and its up to the town manager who is chosen. (#7) Labreck reads from policy how town manager has responsibility and sees nowhere that it reads as a board overstep. Durepo states he believes in peer review type of committee. There are also no exclusions for fire dept. Labreck states this has gone on long enough and Durepo has had opportunity to add input. Elliott states addendums can be added as needed. No further discussion. Vote is taken. 4 in favor, 1 opposed. So voted.

Durepo            Brooker x            LaBreck x            Pelletier x            Philbrick x

7. Public Comments – Michelle Albert asked if town is using social media like LinkedIn and Indeed to fill open positions. Also asked if Age Friendly could use sand to fill sand bucket project and Keiser asked how many buckets are we talking about and she stated 5 to date. He said with a low number that would be no problem and yes, she could get sand. Jo-Ellen Kelley states the training to keep employees up to date with payroll is time the town office will be closed and having the office open business is important. It seems like opportunity to have our payroll sent out was something everyone was interested in and now not so much and that is a concern because of the cost of errors in the past. Elliot states the town office will stay open during training and he is confident the staff has the time and will be trained to do payroll. Kelley tells Keiser she appreciates him attending each meeting and requested the board to add him to the updates to hear what he has been working on. Labreck states he turns in a report to the board so they know what he has been doing.

8. Old Business

8.1. LDA Update- Elliott has plans to meet with Carl Flora. Grace O’Neal is unable to attend tonight’s meeting as she had a previous commitment but is willing to answer any questions you send her way.

Brooker states he would like O’Neal to come in after attending an LDA meeting and update the board. Elliott will reach out to her. Durepo states Elliott needs to ask Flora if all of the fire hydrants on Manser Drive work. Also asked if a letter had been sent to them as requested last meeting. Walt states he has not but he will get one out. Philbrick states he drove out and Durepo was right about how bad the road conditions are and the buildings have not been boarded up yet.

8.2 Continued discussion on Limestone School doing Town’s Payroll - Chris Kilcollins is not able to attend. Questions on whether we are having a time clock or mobile app. Philbrick states 3-time clocks could be purchased for \$500. One for library, the town office, highway dept. Elliott states he has been looking at timeclock options. Philbrick makes a motion to purchase 3 to 4 timeclocks

whatever and 2<sup>nd</sup> Labreck. Discussion on different types of time clocks and Elliott has researched timeclocks that also exports to file. Brooker states he will go with Elliott's recommendation. Durepo states technology should be looked at especially for lifeguard. He gives example of \$94 a month for 6 employees using a GPS type service. Chief Cormier states he has issues not locking the outside door to use entry area a place for a time clock as his men go back and forth to the office for copier use and it increases the risk of a door being left unlocked. He states technology costs per employee can be as low as \$2-\$10. Elliott states MMA has list of classes on payroll and quarterly updates and he has signed up both of the front office employees and himself to attend via zoom. Elliott believes training is the issue and once they are adequately trained and we have timeclocks, problems will be solved. He will put a letter out to town employees on a payday change in January. The change will move payday to Thursday, currently Wednesday. Discussion ended. So voted.

Durepo x                  Brooker x                  LaBreck x                  Pelletier x                  Philbrick x

### 8.3 Employee Handbook Review (see attachment)

Reviewed pages 11-13, stopped on page 14. Will continue next meeting and continue each meeting to try to do 10 pages if time allows until done. Once entire handbook has been reviewed and updated a vote will take place. Walt states if select persons would send him any changes, he would put them out to group and it might speed things up.

### New Business

#### 9.1 Audit acceptance (see attachment)

Labreck states this is the 3<sup>rd</sup> audit she has seen with the same spelling errors. It looks like it's just been copied each time. Gave examples of pages with spelled words. Durepo states on page 50 it talks about the need to try to hire out some things. Elliott states things have been getting better and he can already see improvements. Durepo states we are not creating a plan and we should be --- how does the proof make it to the board. (See audit page 59) Durepo states where is the checks & balances, we have very little knowledge of the income and we never know for sure what we need. Elliott states on the 3<sup>rd</sup> of every month will have a report for board to review and sign showing reconciliation took place. He will have a Standard operating procedure (SOP) for each item and he will be there to assist the next town manager. Pelletier makes a motion to accept 2020-2021 audit 2<sup>nd</sup> Philbrick. No further discussion. So voted.

Durepo x                  Brooker x                  LaBreck x                  Pelletier x                  Philbrick x

### 10. Elected Official's Reports & Statements

Durepo – Manser Dr not safe to enter for any purpose.

Brooker – Grand Falls Rd mess is cleaned up. Elliott states Saucier called him and cleanup is complete. Playground shavings being spread tomorrow at Albert Michaud Park. Pleasant Street needs to be next for cleanup as the house that burned, has been a mess for too long.

Make a motion for town owned property on Bourgoin Rd be used for police firing range and storing surplus equipment. We need to rebuild Bog Rd and when we do, we can use that dirt. We won't have to plow Bourgoin Rd. Brooker rescinded his motion to entertain public opinion on it. Brooker

states its 6 acres - 513x513. He didn't know if it was close to a brook. Keiser states town does not plow. Brooker asks what we have for tax acquired property? Elliott states he is working on it and he has questions for Saucier as he works through the folders. Pelletier states typically in the spring we put out the tax acquired property. Elliott will update as soon as possible.

Labreck- Everyone is trying really hard.

Pelletier – Playground participants doing a great job, he brought little ones to park and they loved new equipment.

Philbrick – none

11.Other - no

12. Approve Warrants

12.1 Payroll Warrant(s) none

12.2 A/P warrant(s) - #18, Journal #0110 (see attached)

The "Preview" ties to the warrant # and the actual checks will be cut once approved. Motion made by Brooker to accept, 2<sup>nd</sup> by Pelletier. No discussion. So voted.

Durepo x      Brooker x                      LaBreck x                      Pelletier x                      Philbrick x

13. Adjournment – Time 9:34pm

Motion made by Pelletier to adjourn, 2<sup>nd</sup> Durepo. No discussion. So voted.

Durepo x      Brooker x                      LaBreck x                      Pelletier x                      Philbrick x

No executive session.

\_\_\_\_\_  
Irma Labreck, Chairperson

\_\_\_\_\_  
Randall Brooker, Vice Chairperson

\_\_\_\_\_  
Paul "Chris" Durepo, II

\_\_\_\_\_  
Jesse Philbrick

\_\_\_\_\_  
Fred Pelletier