

**TOWN OF ROME, MAINE
BOARD OF SELECTMEN
MARCH 28, 2016
MINUTES**

Chairman Richard LaBelle called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Office at the Rome Community Center in Rome. Selectmen LaBelle, Archer and Charles were present. A quorum was declared. Also present at all or parts of the meeting were Kimberly Brooks, Gary Foss, Tammy Lyons, Andrew Marble, Ed Pearl, Jr., and Kathleen Ross.

Charles/Archer Motion to accept minutes for March 21, 2016, selectmen's meeting
LaBelle, Archer, Charles in favor (3-0)

Fire Department officials are not present; this item will be recalled later in the meeting.

Code Enforcement Officer Andrew Marble does not have any significant updates to provide to the Board. Marble intends to begin holding Saturday hours again beginning in May.

The Road Commissioner is absent; there is no report.

Selectman Malcolm Charles states that he rode across some roads with Bubar over the last week and reviewed areas for improvement. Bubar is also planned to contact Pike Industries to initiate the roadwork plan on Watson Pond Road.

Selectman LaBelle noted that there was a need to follow through on the municipal referendum issues voted on at Town Meeting. MuniPay, a credit card service provider, is the most widely used vendor in the area. The service comes at no cost to the Town; fees are assessed directly to the cardholder at the time of the transaction. The fee is \$3.00 or 2.45% of purchase, whichever is greater.

LaBelle/Charles Motion to sign Merchant Application for MuniPay credit card services, as
authorized through the referendum of the Annual Town Meeting.
LaBelle, Archer, Charles in favor (3-0)

Excise Tax Collector and Deputy Town Clerk Kimberly Brooks spoke on behalf herself and Town Clerk Lois Stratton. They pair are requesting that Thursday hours be left at 4:00 – 7:00PM through the summer. Traffic on Thursday evenings is slow and it can bring a small cost savings to payroll. Selectmen LaBelle and Archer concurred that no complaints had been received to date about shortening the hours by one hour. If complaints are received, the hours should be revisited.

LaBelle/Charles Motion to continue Thursday office hours for the Excise Tax Collector at
4:00 – 7:00PM
LaBelle, Archer, Charles in favor (3-0)

Selectman Archer provides an update regarding the purchase of a small refrigerator for the office. Currently, the large refrigerator is being used to cool drinks and other items, but is coming at a significant cost, in terms of electricity use. Archer states that she found a 4.3 cubic foot

refrigerator/freezer at Sam's Club for \$139.00. If the purchase is made at Sam's Club, the Town will need to reimburse the purchaser, as the Town does not have membership. As a result, the Town would have to pay state sales tax. Selectman LaBelle states that there will be a significant cost savings and that while paying sales tax is not ideal, the Town can get the unit at a lower price, offsetting the amount of tax paid. Paying the sales tax will still net a lower price than purchasing the refrigerator through another vendor.

LaBelle/Charles Motion to authorize the purchase of the 4.3 cubic foot Whirlpool refrigerator/freezer from Sam's Club, in the amount of \$139.00 plus sales tax.
LaBelle, Archer, Charles in favor (3-0)

At the request of the Chair, Fire Chief Gary Foss and Assistant Chief Ed Pearl met with the board to discuss several items. On the last payroll, there was an invoice for over \$2,000 that was for required maintenance on equipment. The proposed budget by the Fire Department was \$1,500 for the fire equipment maintenance; the Board of Selectmen and Budget Committee recommended \$2,500. Only one-quarter through the year and the sub-account is nearly depleted. Selectman LaBelle cautions any unnecessary spending from this sub-account, with the understanding that there is legally-required maintenance that must be done. LaBelle asks that the Board be advised of these expenses in advance to allow for budgetary planning.

Selectman LaBelle also discussed a grant opportunity with Maine Municipal Association (MMA) that could provide an opportunity for 2:1 funding of fire turnout gear. LaBelle has nearly completed the grant. Assistant Chief Pearl provides a quote of the preferred vendor; Chief Foss requests the addition of HiVis, blood born pathogen-resistant jackets to be added to the request. This grant is due soon and may be awarded in May.

Selectmen LaBelle notifies the Chief of the passage of Article 71 at the Town Meeting which authorizes the establishment of an enterprise account for the Fire Department, within the Town. LaBelle requests that the monies from the Rome Volunteer Fire Department be deposited into this account so that the Town and Department are in compliance with insurance-provider demands. This account will require signatures from the Board of Selectmen, as well as from the Fire Department. Foss requests that there be a card attached to the account for expenses. If approved, Chief Foss will need to sign off on the Town credit card policy.

Treasurer Tammy Lyons questions the type of account for holding the enterprise funds. Selectman LaBelle suggest a savings account be used, as is done with the Recreation and Cemetery monies. Chief Foss verbally authorizes Assistant Chief Pearl as a signatory for expenses drawn out of the newly established enterprise account.

LaBelle/Charles Motion to authorize Gary Foss as a cardholder on the Town's current account with Camden National Bank.
LaBelle, Archer, Charles in favor (3-0)

Treasurer and Tax Collector Tammy Lyons provided the Board with an update. The remainder of the annual budget has been inputted into TRIO, as authorized by the annual town meeting.

Lyons requests the issuance of a special warrant in order to process liens, which will be filed at the Kennebec County Registry of Deeds on Monday. There was no objection; all members signed.

Lyons spoke with Assessing Agent Matt Caldwell regarding the upcoming municipal commitment. Lyons submits a request to the Board of Selectmen for information regarding the commitment. Mr. Caldwell will provide eight potential scenarios, in advance. The Board will tentatively meet on Thursday, April 14 at 12:00 noon to set the commitment. Selectman LaBelle suggests that excise revenues from 2015 be used to calculate 2016 commitment. The preliminary numbers received from Kennebec County and RSU 18 should also be rounded up and applied. Overlay should be calculated at a maximum of 5 percent. There will still be questions about the use of designated surpluses which can be addressed at the commitment meeting.

Selectman Kelly Archer provided an update of the FirstPark budget meeting held on Thursday, March 24 at T-Mobile. The meeting was civil; there was voting on the budget and for the executive committee. Andrew “Andy” Cook, one of Rome’s representatives to the FirstPark/KRDA General Assembly was elected to the executive committee at this meeting.

LaBelle/Charles The meeting be adjourned.
 LaBelle, Archer, Charles in favor (3-0)

Meeting adjourned at 8:28 p.m.

Respectfully submitted,

Kimberly R. Brooks
Assistant to the Selectman

Richard A. LaBelle, First Selectman

Kelly Archer, Second Selectman

Malcolm Charles, Third Selectman