**TOWN OF LIVERMORE**

**Board of Selectpersons**

**MEETING MINUTES**

**October 26, 2020**

**6:30 PM**

**BOARD:** SCOTT RICHMOND, TRACEY MARTIN,MARK CHRETIEN, BRETT DEYLING, BEN GUILD

**DEPT HEADS/EMPLOYEES:** AARON MILLER, RENDA GUILD, JEAN TARDIF,

**PUBLIC/PRESS:** BRYANNA FOX, PAM HARNDEN

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
	1. October 13, 2020

Tracey motioned to approve, Ben seconded; 5-0.

* 1. October 19, 2020

Ben motioned to approve, Tracey seconded; 5-0.

1. Reports:
	1. Town Clerk Report

Renda reminded the board voting will be held Tuesday, November 3 and early processing of absentee ballots will be Thursday and Friday at the primary school. She added that the office has been busy collecting absentee ballots and in-person voting and a new ballot box has been installed at the town office. She said the town has received 657 absentee ballots requests and over 400 ballots have been returned. Aaron will serve as acting Registrar in Krista’s absence.

* 1. Administrative Report

Aaron reported that since meeting last he has been working on a proposed internal controls policy and as a result came up with a few questions for the auditors. He plans to work on that further and get some advice from Ron Smith next time he is in the office.

Ed from RHR Smith met with Aaron on Thursday to do some pre-audit work. Ron Smith is expected to meet with the board Nov. 9.

Aaron reported the town received a bid from Smitty’s regarding tree removal at Fuller Cemetery. He will hold off on releasing that bid until the town hears back from Johnny Castognuay who will present a bid as well.

He added while reviewing town office job descriptions particularly the tax collector, it’s typical to do a monthly report of tax collections and other receivables. He presented the following:

* 2020 tax year - $2.7 million including principle, interest and costs
* 2019 tax year – $2.6 million
* Auto Excise collected this year is at $193,573
* Auto Excise collected same time this year in 2019 was at $170,272

Aaron also gave an expense summary report and noted that once budget numbers are entered we will visit this on a regular basis to see how we are doing in spending.

1. Old Business
	1. Executive Session – 1 M.R.S.A §405(6)(A) Personnel Matter

Ben motioned to enter executive session, seconded by Brett. Mark motioned to come out of executive session, seconded by Scott.

* 1. IRS Payment

Mark motioned to pay the IRS 941 payroll taxes, penalties and interest for the first, second and fourth quarters $5,870.71, seconded by Scott; 5-0.

It was agreed to meet at 4:30 p.m. Thursday, Oct. 29.

* 1. Job Description

(Ben motioned to “job description” and “marijuana license application” after new business, Tracey seconded; 5-0.
The board reviewed job descriptions and made a few changes on file.

* 1. Marijuana License Application

Aaron reported that the Planning Board is looking at proposed marijuana business applications.

1. New Business
	1. Pay Period/Selectmen’s Meetings Day

Scott motioned to change the pay week from Monday to Sunday, to Saturday to Friday and move the biweekly selectmen’s meeting from Monday to Tuesday beginning the first of the year, seconded by Ben; 5-0.

* 1. Foreclosures

Aaron reported the town currently has two foreclosed properties with occupants. Scott motioned to send letters to occupants saying that they must become current with taxes or the town will start the eviction process, seconded by Ben; 5-0.

* 1. Abatements

The board approved the following abatements for the 2020-2021 tax year:

* Burgess - R09-030 - $297.78
* LaFreniere - U27-026 - $727.69
* Lyman – U18-009-A - $333.21
* Pulsifer – R07-016 - $152.50
* LeBlanc – R05-006 - $743.53
* Robinson – R05-031-L - $381.25
	1. Town Credit Card

Ben said that Fire Chief Don Castonguay should have an increased limit to $1,500. Brett noted that Amy Byron no longer needs a credit card, Scott and Ben agreed. Tracey suggested talking about this matter at the next selectboard meeting. Brett motioned to remove Peter Castonguay as a signer the town’s bank account and add Mary Castonguay, second by Scott; 5-0.

* 1. Other

Tracey asked about the two 4x4 posts that were installed at the turn around on Butterhill Rd. Mark said selectboard members are working on that matter.

1. Public Comment

Pam Harnden noted that she will be unable to attend the second and fourth Tuesday of every month.

1. Approve Accounts Payable/Payroll Warrants
2. Adjourn

Brett motioned to adjourn, seconded by Scott.