

TOWN OF LIBERTY

BOARD OF SELECTMEN
7 Water Street, P. O Box 116
Liberty ME 04949
Ph. 207-589-3014
Fax. 207 589-3160
www.libertymaine.us

Melinda Steeves, 1st Selectman
Carrie Peavey, 2nd Selectman
Henry Hall, 3rd Selectman



MINUTES LIBERTY BOARD OF SELECTMEN January 9, 2017 7:00 PM

1. **Open Meeting:** 7:07 p.m.
2. **BLS (Bureau of Labor Standards) 10 minute SHAPE (Safety and Health Award for Public Employers) program presentation:** Michael LaPlante, Program Manager in the Workplace Safety and Health Division of the Bureau of Labor Standards at the Maine Department of Labor described how the Safety and Health Award for Public Employers (SHAPE) program is recognizing the Liberty Fire Department because it has maintained an exemplary safety and health management system. Acceptance into SHAPE by the Maine Department of Labor, Bureau of Labor Standards is an achievement that distinguishes the Liberty Fire Department as a model for workplace safety and health. Upon receiving SHAPE recognition, the Liberty Fire Department is exempt from programmed inspections during the period the SHAPE certification is valid. To participate in SHAPE, the Liberty Fire Department had to:
 1. Request a consultation visit that involves a complete hazard identification survey;
 2. Involve employees in the consultation process;
 3. Correct all hazards identified by the consultant;
 4. Implement and maintain a safety and health management system that, at a minimum, addresses the Self-Assessment Form Guidelines;
 5. Lower the Lost Workday Injury and Illness Rate (LWDII) and Total Recordable Case Rate (TRCR) below the state average; and
 6. Agree to notify the Workplace Safety and Health Division prior to making any changes in the working conditions or introducing new hazards into the workplace.

Mr. LaPlante then presented Fire Chief Bill Gillespie a plaque recognizing this significant achievement. Chief Gillespie, in turn, recognized the team work of all Fire Department employees to make this happen.



3. **Approve January 2, 2017 Minutes:** Pursuant to review Selectman Hall moved and Selectman Steeves seconded approval of the January 2, 2017 minutes. Unanimous.
4. **Warrant Review and Approval:** Completed
5. **Public Comment:** None
6. **TA informational items**

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- a. **Media stories:** Nothing to report
- b. **Resident correspondence:** Nothing to report
- c. **“Abatement/Supplemental valuation assessment information” review/signatures:** TA Ortmann suggested trying to set aside one Selectboard meeting a month to focus on Assessing issues. There was a consensus of the Selectboard to try this strategy.
- d. **Other:** None

7. Old Business

- a. **Phone systems:** Postponed.
- b. **Legal correspondence regarding potential ordinances in response to passage of “Marijuana Legalization Act”**
 - i. **Copy of Belfast Ordinance:** Selectboard asked TA Ortmann to check on process for a Town form of Government enacting this type of ordinance. What authority does the Selectboard have vs. Town Meeting? The Selectboard also asked to have the information forwarded to the Planning Board for their information.
- c. **Other:** None

8. New Business

- a. **FY18 budget discussion:** Fire Chief Bill Gillespie and EMA Director Elise Brown discussed with the Selectboard their requests for the FY18 budget. The Selectboard then went through their line item budget spreadsheet making the recommendations shown.
- b. **Other:** None

9. Other Business: None

10. **Adjournment:** Selectman Peavey moved and Selectman Steeves seconded motion to adjourn at 10:20 PM. Unanimous.

Respectfully submitted,

A handwritten signature in black ink that reads 'Kenneth N. Ortmann'.

Kenn Ortmann
Town Administrator

Attachment

TOWN OF LIBERTY BUDGET WORKSHEET FY18

#	ARTCL	ITEM	ACTUAL FY15	ACTUAL FY16	ADOPTED FY17	AS OF 1/3/17 FY17	% OF BUDGET FY17	SELECTBOARD PROPOSED FY18	BUDGET COMMITTEE PROPOSED FY18	Notes
1		TOWN OFFICIALS COMPENSATION	59,947.00	87,273.31	101,725.00	49,196.25	48.36%	109,225.00	-	
2		ANIMAL CONTROL OFFICER	1,350.00	2,016.65	2,800.00	1,399.98	50.00%	2,800.00		
3		ASSESSORS AGENT (TO HIRE IF NEEDED)	-	-	10,000.00	-	0.00%	10,000.00		
4		CODE ENFORCEMENT OFFICER	3,938.00	5,250.00	5,250.00	2,625.00	50.00%	5,250.00		
5		E911 ADDRESSING OFFICER	-	500.00	500.00	131.50	26.30%	500.00		
6		EMERGENCY MANAGEMENT DIRECTOR	263.00	525.00	525.00	262.50	50.00%	525.00		
7		FIRE CHIEF	5,250.00	6,500.00	6,500.00	3,250.02	50.00%	6,500.00		
8		PLUMBING INSPECTOR	375.00	500.00	500.00	250.00	50.00%	500.00		
9		REGISTRAR OF VOTERS	638.00	850.00	850.00	425.00	50.00%	850.00		
10		ROAD COMMISSIONER	5,250.00	6,500.00	6,500.00	6,500.00	100.00%	6,500.00		
11		SELECTMAN FIRST	15,437.00	7,262.82	9,000.00	4,500.00	50.00%	9,000.00		
12		SELECTMAN SECOND	-	8,166.67	8,000.00	4,000.00	50.00%	8,000.00		
13		SELECTMAN THIRD	-	8,166.67	3,000.00	1,500.00	50.00%	7,000.00		
14		TAX MAP COORDINATOR	503.00	800.00	800.00	400.00	50.00%	800.00		
15		TOWN ADMINISTRATOR	-	7,736.25	15,000.00	6,573.75	43.83%	15,000.00		
16		TOWN CLERK/TAX COLLECTOR/TOWN AGENT/DEPUTY	23,005.00	25,999.25	26,000.00	13,911.00	53.50%	28,000.00		
17		TREASURER/TREASURER DEPUTY	3,938.00	6,500.00	6,500.00	3,467.50	53.35%	8,000.00		
18		TOWN OPERATIONS	111,464.00	108,815.69	114,212.10	65,901.33	57.70%	108,950.00		
19		ADMINISTRATION	40,158.00	33,876.77	36,000.00	26,457.13	73.49%	37,000.00		
20		EMERGENCY FUND	-	4,227.69	6,146.00	500.00	8.14%	-		See QuickBooks report: \$10,000
21		LEGAL FEES	6,723.00	8,342.68	-	5,360.09	#DIV/0!	-		Original \$40K. Cash vs. Accrual accounting?
22		PLANNING BOARD	1,445.00	1,690.00	3,000.00	950.00	31.67%	3,000.00		
23		TCSWMO	18,718.00	20,938.26	21,638.10	5,409.52	25.00%	22,000.00		
24		ANIMAL CONTROL	1,852.00	1,000.00	1,900.00	252.60	13.29%	1,900.00		
25		EMA OPS	190.00	-	250.00	30.00	12.00%	250.00		
26		CEMETERY MAINTENANCE/MOWING	8,148.00	4,400.00	8,200.00	3,820.00	46.59%	7,500.00		
27		GENERAL ASSISTANCE	2,405.00	527.90	3,500.00	300.00	8.57%	3,500.00		
28		HOIT FUND	-	-	-	-	#DIV/0!	-		\$52,98 savings + \$88,249.12 CD = \$88,302.10
29		STREET LIGHTS	3,240.00	3,207.74	3,300.00	1,109.56	33.62%	3,300.00		
30		INSURANCE	17,472.00	18,094.15	17,500.00	14,965.85	85.52%	18,000.00		
31		PAYROLL EXPENSES	7,294.00	8,282.81	7,500.00	4,555.19	60.74%	8,500.00		
32		COMMUNITY HALL	3,819.00	4,227.69	5,278.00	2,191.39	41.52%	4,000.00		
33										

TOWN OF LIBERTY BUDGET WORKSHEET FY18

#	ARTCL	ITEM	ACTUAL FY15	ACTUAL FY16	ADOPTED FY17	AS OF 1/3/17 FY17	% OF BUDGET FY17	SELECTBOARD PROPOSED FY18	BUDGET COMMITTEE PROPOSED FY18	Notes
34		TOWN OFFICE ROOF (TO REPLACE ROOF)	-	-	19,150.00	19,140.00	99.95%	-	-	
35		HIGHWAYS	179,289.00	95,458.96	292,000.00	258,309.04	88.46%	192,250.00	-	
36		FEMA FUNDS					#DIV/0!			
37		ELECTRICITY				175.48	#DIV/0!	250.00		
38		MILEAGE				1,059.08	#DIV/0!			
39		RDB MAINTENANCE	55,339.00	63,542.92	60,000.00	41,893.39	69.82%	60,000.00		
40		PAVING	87,638.00	-	100,000.00	100,653.99	100.65%	100,000.00		
41		SALT & SAND	36,312.00	31,916.04	32,000.00	14,527.10	45.40%	32,000.00		
42		LOCAL ROAD ASSISTANCE PROGRAM (LRAP)								
43		ROADS & BRIDGES (ADDITIONAL PAVING)			100,000.00	100,000.00	100.00%			
44		DAMS	15,512.00	4,972.99	1,500.00	3,550.00	236.67%	1,500.00	-	
45		ENVIRONMENTAL FUND	-	3,972.99	-	3,000.00	#DIV/0!	-	-	\$710.75 GF + \$3,659.64 CD = \$4,370.39
46		CAPITAL IMPROVEMENT					#DIV/0!			
47		ST. GEORGE MAINTENANCE	15,512.00	-	1,000.00	550.00	55.00%	1,000.00		
48		STEPHENS POND MAINTENANCE	-	1,000.00	500.00	-	0.00%	500.00		
49		SNOW PLOWING	153,900.00	153,900.00	153,900.00	46,170.00	30.00%	160,000.00		
50		AUTOMATED SIGN	-	-	3,270.00	3,270.00	100.00%	-	-	
51		LVFD	59,186.00	58,413.22	155,812.00	33,987.84	21.81%	170,000.00	-	
52		TRI-TOWN JAWS	500.00	500.00	500.00	-	0.00%	-	-	
53		MILEAGE	-	-	-	655.60	#DIV/0!	-	-	
54		OPERATIONS	43,736.00	43,218.22	45,000.00	24,942.24	55.43%	50,000.00		
55		PAYROLL EXPENSES	14,950.00	14,695.00	15,000.00	8,390.00	55.93%	20,000.00		
56		CAPITAL RESERVE	-	-	50,000.00	-	0.00%	100,000.00		
57		ICS CAPITAL RESERVE	0	29,020.13	45,312.00	-	0.00%	-	-	

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58	RECREATION		8,683.00	2,487.07	8,200.00	5,333.84	65.05%	8,200.00		
59	RECREATION REQUESTS		2,181.00	2,845.00	2,850.00	1,550.00	54.39%	2,150.00		
60		PALERMO SNOWMOBILE CLUB			235.00					
61		SWIMMING PROGRAM		795.00	800.00		0.00%	800.00		
62		WALKER WILDCATS SOFTBALL		200.00	200.00		0.00%			KO CONTACT WALKER
63		LIBERTY/MONTVILLE LITTLE LEAGUE		500.00	500.00		0.00%			KO CONTACT WALKER
64		MT. VIEW BUM LEAGUE YOUTH BASKETBALL		-	-		#DIV/0!	100.00		\$100 request
65		LIBERTY FARM TEAMS		350.00	350.00		0.00%	1,000.00		Request to Montville for \$500
66		LIBERTY T-BALL TEAMS		250.00	250.00		0.00%			KO CONTACT WALKER
67		LIBERTY BASKETBALL TEAMS		300.00	300.00		0.00%			IS THIS THE SAME AS LINE 63
68		ELEVEN TOWNS YOUTH HOCKEY		200.00	200.00		0.00%			KO CONTACT WALKER
69		WALDO COUNTY YMCA		250.00	250.00		0.00%	250.00		
70	RECREATION BLDG. (BALLFIELD SNACK SHACK)		-	-	1,000.00	-	0.00%	-		
71	INDEPENDENT SERVICES		500.00	500.00	-	-	#DIV/0!	-		
72	AMBULANCE		4,000.00	4,000.00	4,000.00	4,000.00	100.00%	43,000.00		
73		TOWN RETAINER		1,000.00	1,000.00	2,000.00	200.00%	40,000.00		
74		TRAINING		3,000.00	3,000.00	2,000.00	66.67%	3,000.00		
75	IVAN O. DAVIS LIBRARY		4,700.00	13,553.00	4,800.00	4,800.00	100.00%	4,800.00		
76		OPERATIONS	4,700.00	4,700.00	4,800.00	4,800.00	100.00%	4,800.00		Check request.
77		BUILDING REPAIR	-	8,853.00	-	-	#DIV/0!			Original \$10K budgeted. \$1,147 remaining.
78	WOM RECIPIENT AWARD		-	1,000.00	1,500.00	710.25	47.35%	1,500.00		
79	WOM ADDITION TO PRINCIPLE			3,500.00	1,500.00	3,000.00	200.00%	1,500.00		\$29,549.94 savings + \$37,461.85 CD = \$67,011.79

TOWN OF LIBERTY BUDGET WORKSHEET FY18

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80		SOCIAL REQUESTS	9,450.00	9,880.00	10,139.00	10,139.00	100.00%	9,758.00	-	
81		AMVETS		1,000.00	2,000.00		0.00%	2,000.00		\$2,000 request
82		BELFAST AREA CHILD CARE SERVICES		500.00	500.00		0.00%	500.00		\$500 request
83		BROADREACH		500.00	500.00		0.00%	550.00		\$550 request
84		CITIZENS ASSOC. OF LIBERTY LAKES (CALL)		150.00	150.00		0.00%	150.00		\$150 request
85		HABITAT FOR HUMANITY		250.00	-		#DIV/0!	-		
86		HEALTH EQUITY ALLIANCE		-	-		#DIV/0!	500.00		\$500 request
87		HOSPICE VOLUNTEERS OF WALDO COUNTY		400.00	500.00		0.00%	500.00		\$500 request
88		KENNEBEC BEHAVIORAL HEALTH		100.00	100.00		0.00%	100.00		\$100 request
89		KNO-WAL-LIN		400.00	-		#DIV/0!	-		
90		LIBERTY HISTORICAL SOCIETY		400.00	400.00		0.00%	500.00		\$500 request
91		LIFEFLIGHT		100.00	913.00		0.00%	913.00		\$913 request
92		MAIN PUBLIC		-	-		#DIV/0!	100.00		\$100 request
93		MAINE YOUTH ALLIANCE - GAME LOFT		300.00	300.00		0.00%	300.00		\$300 request
94		MID-COAST MAINE COMMUNITY ACTION (WIC)		500.00	500.00		0.00%	500.00		\$500 request
95		NEW HOPE FOR WOMEN		750.00	750.00		0.00%	750.00		\$750 request
96		RED CROSS		500.00	500.00		0.00%	-		
97		NO GREATER LOVE FOOD PANTRY		-	200.00		0.00%	-		
98		SEXUAL ASSAULT CRISIS & SUPPORT CENTER		100.00	100.00		0.00%	100.00		\$100 request
99		SPECTRUM GENERATIONS		500.00	500.00		0.00%	500.00		\$500 request
100		WALDO CAP		2,930.00	1,726.00		0.00%	1,295.00		\$1,295 request
101		WALDO COUNTY WOODSHED		500.00	500.00		0.00%	500.00		\$500 request
102		DEBT SERVICE	13,292.00	12,692.46	12,757.09	11,949.20	93.67%	12,757.09	-	
103		STEVENS POND DAM	3,902.00	3,604.55	3,654.32	3,158.01	86.42%	3,654.32		
104		HISTILE VALLEY BRIDGE	9,390.00	9,087.91	9,102.77	8,791.19	96.58%	9,102.77		
105		TAN	18.00	-	-	-	#DIV/0!	-		
106		TOTAL:	622,104.00	596,512.51	888,315.19	521,006.75	58.65%	825,590.09	-	