

**Waterboro Board of Selectmen
Meeting Minutes**

7-18-95

Present: Chairman John Monteith, Robert Fay, Dennis Abbott, and Dwayne G. Morin, Selectmen's Assistant.

Also Present: Robert Gobeil and Fred Fay.

Bob has been contact by a Mrs. Hamilton regarding the Summer Recreation program. It seems her daughter, who has Cerebral Palsy, has been denied access to the Summer Recreation program by Moe Auger. The Board requested Dwayne contact MMA to see if the Town has the right to deny any Child right to a program. Under ADA, does the Town have to provide access to all programs offered on the Town level.

Auction Lots: The Board meet with members of the Planning Board and Conservation Commission to review the Tax acquired lots to be auctioned off on the second Saturday in August. This meeting is being held pursuant to the Tax Auction Ordinance. John asked the members of the two Boards whether they wanted the Town to keep any of the tax acquired lots. Since all the Lots , with the exception of the mobile home, are lots located in Lake Arrowhead Estates, the two committees agreed to auction off all the lots on the the list. Dennis moved and Bob seconded to advertise the lots on the Tax auction list for sale as per the Waterboro Tax Title Auction Ordinance. Vote - 3-0 in favor.

Dwayne discussed the following with the Board:

Stolen Items: Most of the items stolen have been replaced or are in the process of being replaced(fax). Commercial Union told Dwayne to replace the items and they will be issuing a check shortly. Dwayne asked the Board whether we should be buying new terminals or slowly changing over to PC's as previously discussed by the Board. Bob inquired as to the cost of a PC and whether the insurance funds will cover the replacement. Since a Terminal was Stolen, Dwayne proposed replacing it with a PC. In order to accomplish this with the insurance funds, Dwayne proposed not purchasing a new terminal or the VCR lighting system(which was used once in ten years) and purchasing a Gateway 2000 P5-75 & VLINK. Cost - \$2,490.00 +/- . Dennis moved and Bob seconded replacing the stolen terminal with a PC as proposed. Voted - 3-0 in favor.

Computer purchases - In the budget was funds to purchase a new PC to replace the Tandy 4000 in the CEO's Office. Estimated cost - \$2,200.00 Includes a Gateway 2000 P5-75 and a external tape backup for data. Dennis moved and Bob seconded ordering the new PC along with the replacement, Vote - 3-0 in favor.

Security Systems - Last week the Board asked to investigate both New England Security and Maine State Security references. After talking with references for both companies, Dwayne recommends giving the job to Maine State Security for the quoted \$ 640.00. Bob moved and Dennis seconded. Vote - 3-0 in favor.

Clark Lumber Parcel - Bonney Eagle Associates have brought in a draft deed to the Clark Lumber lot. Dwayne asked the Board if they wish to have Roger review the deed before setting a closing date? Dwayne has reviewed the deed and associated paperwork and feels that the description is what was agreed upon. Bob ask what the estimated cost would be. Dwayne estimated the cost at approximately \$200.00. Bob moved and Dennis seconded to have Roger review the paperwork and report back to the Board. Vote - 3-0 in favor.

Karen Lovell - Dwayne mentioned that Karen will be leaving Smith & Elliott to go work for Berstein, Shur, Sawyer & Nelson as of the end on July. There is a letter in the Board's communication.

Portable Cellular Phone - The Cellular phone that the Board approved last week has been purchased. The cost was \$49.00 - \$35.00 trade-in = \$14.00. In addition a charger may be needed since this will be a hand held model. Star Cellular will meet with Dwayne tomorrow to discuss cost.

Road Crew - Fred has asked whether the Road Crew can work over 40 Hours per week. Dwayne informed him that the vote of the Board has been that no person is to work over 40 hours a week. Fred requests that the Board review this request especially where the road project accounts are concerned. Dennis moved and John seconded to allow Fred to work his road crew over forty hours only on Road projects. Fred feels that he will be able to save money because the contracting firms hired work in excess of forty hours and Fred's crew would be able to continue working with the contractors. Vote - 2-1 in favor. Bob disagreeing.

Tractor - The tractor paperwork will be here by weeks end. Unfortunately Caterpillar was unable to complete the paperwork for tonight's meeting. Anticipated delivery date for the tractor is August 1, 1995 pending all paperwork is completed by that date.

Purchase Order System - Dwayne has a growing concern over the use of the Town's Purchase Order System. It appears that the Purchase Order has become a perfunctory duty. The only reason that it is done is because people have to, instead of thinking about cutting costs or checking out other companies. More often than not orders are made and then the P.O. is filled out. Understandably, many of the people responsible for budgets are volunteers and do not have time to fill out Purchase Orders. However, Dwayne does think that it is helpful in planning expenditures, where to purchase them, and what the cost is as it relates to their budget. Dwayne seeks guidance from the Selectmen on this issue.

Bob asked whether the purchase order system is working. Who is not using it properly? Dwayne stated that a few committees still forget to fill out P.O.'s or fill them out after already ordering the materials. Dennis stated that the possibly a workshop with the committees would be helpful. John mentioned that committees not presently using the P.O. system properly should meet with the Selectmen so that the committee's understand that all purchases must be accompanied with a P.O.

The Board adjourned the Selectmen's meeting to hold the monthly Council Meeting.
Meeting adjourned at 7:05 p.m.






