

SELECTMEN'S MEETING MINUTES
APRIL 9, 1996

Regular meeting of the Waterboro Board of Selectmen.

PRESENT: Chm. John C. Monteith, Robert C. Fay and Dennis G. Abbott.

Also present: Dianne Holden, Dale Witman, Frank Allen, Greg Mehlhorn and Bob Gobeil.

REPORT OF STANDING COMMITTEES:

DIANNE HOLDEN: Dianne discussed the following with the Board:

- Received a proposal from Communications Design for a power supply for the telephone system. Also they will be putting a community information page in their new directory.
- Star Cellular has activated Chauncey's car phone. Also Star Cellular brought in usage analysis and the Road Commissioner's phone has been moved into the 40 minute plan. Suggests putting that phone into a 100 minute plan from Oct 27 to Feb. 27th.
- Furnace update: Kevin McGinnity cleaned the furnace today and also the relief valve had to be replaced.
- Non municipal groups using the Town Hall after the school year. Also will need to move committee file cabinets out to the hall. Sel. Abbott inventions using a folding door or something to block off the hall to make a meeting room. Sel. Fay added that the library and Lake Arrowhead have buildings that could be used for meetings. The Water Trustees can still meet in the Planning Room. Chm. Monteith doesn't want to see stuff moved out into the hall to make clutter. Will notify committees of the change of using the hall for meetings instead of the upstairs room. Discussed locking file cabinets, problem is making sure keys are available.
- Renovations: Discussed moving a wall in the copier room to make the office bigger, and the Board approved of the renovation to move the wall. The lock on the door on the outside stairwell has been changed.
- All 1995 Victualer Licenses have been picked up.
- Foglio Inc. has finished at the dump and also turned the compost pile.
- MMA Elected Officials Workshop, will need to know who is going to send in the form.
- Discontinuance of Rte 202, Wes Leighton and Roger Wilson will be deeding a 50 foot right of way to the town.
- Parks & Rec. have requested the Board to send a letter to Mike Vogel on where the Babe Ruth equipment is. Sel. Abbott called Mike Vogel and he will either bring the equipment to the Town Office or will give it to Bob Gobeil at the transfer station on the weekend. Mike told Sel. Abbott that Jerry Couture was interested in coaching Babe Ruth this year and he will check with him again to see if he is still interested. Sel. Fay asked Greg Mehlhorn how many teams were there this year and he told the Board that there are 24 teams and possibly 27 teams if there is

Sr. League this year. Everyone who signs up gets to play ball. Bob Gobeil asked about what to do with all

- the old equipment downstairs. Sel. Fay suggested auctioning it off. Sel. Abbott suggested having a yard sale but would need town meeting approval to sell or dispose of the equipment. Board told Parks & Rec. to take a vote at their next meeting and then present the vote to the Board.
- Dump signs, Sel. Monteith suggests that the letters need to be 8 - 12 inches high for people to read. Board will ask Richmond Stevens in to discuss his contract which expires this year. Discussed Sunday hours at the dump. Sel. Fay feels that it is not fair to the people to live on that road to have traffic going by their houses on Sundays. Maybe there should be a referendum question on having Sunday hours. Chm. Monteith added that there was only a handful of people who wanted Sunday hours and they do not go on Sundays.
- Office signs: Sel. Abbott suggests having an additional sign that states it is a state law that commercial buildings need a certified stamp on it and not the town. On the signs, will have RSD draw them up for the Board to review.
- Roof: Sel. Fay suggests contacting Russell Wright to look at the roof to see what could be done to stop the leaking problem.
- Purchase Order Policy: The Board voted and passed the following policy:

PURCHASE ORDER POLICY

INTRODUCTION:

This policy is intended to describe the process by which funds within the Town of Waterboro are spent. The process will allow for greater control by the Board of Selectmen and also allow Department Heads to control the amount of funds budgeted and approved by the voters of the Town of Waterboro.

PROCESS - FOR ALL MERCHANDISE UNDER \$1,000.00

1. When an item is needed, a Purchaser Order form shall be completed;
2. Once the Purchase Order is filled out, the Purchase Order shall be approved by the Department Head and the appropriate account number placed on the form;
3. Purchase Orders shall then be filed with the Assistant to the Selectmen who will review Purchase Orders on Mondays and Thursdays before noon;
4. Once the Purchase Order has been approved by the Selectmen's Assistant, the item may be ordered;
5. Once the bill of laden is received, the bill is matched with the Purchase Order during Bill Review and submitted to the Town Treasurer; and
6. The Town Treasurer shall write the check and then hold the check until the warrant has been signed by the Selectmen.

BILL SUBMITTAL

- A. Bills - All bills shall be received by 5:00 p.m. on the 15th of every month (in bill box) to be reviewed by the Selectmen's Assistant on the third Monday morning of the month and submitted to the Town Treasurer for payment during the third week of the month.

Bills, which have an associated Purchase Order, shall have the pink copy of the Purchase Order attached to the bill by the Selectmen's Assistant during bill review.

- B. Payroll - All payrolls must be submitted by 5:00 p.m. on Monday (in bill box) and shall be reviewed by the Selectmen's Assistant by noon Tuesday. The Selectmen's Assistant shall submit all payrolls received by noon Tuesday to the Town Treasurer for payment during that pay period.
- C. Exceptions - Since this policy establishes a once a month billing process, there will be an occasional need to have bills paid more frequently than the once a month policy. Bills may be paid in this extreme circumstance as long as the bills have gone through the proper review and approval process.

OFFICE SUPPLIES

Office supplies for the Town Office Staff shall be purchased on a Quarterly Bases. The Selectmen's Assistant shall work with all Department Heads to determine the amount of office supplies that are needed for the three month time frame. A list of supplies along with an estimated cost of the supplies will be compiled by the Office Staff. The Office Supplies will then be bid out to Office Supply Companies using standard bid practices.

The bid process should allow for no greater than a three week bidding timeframe.

PETTY CASH

On occasion there will be a need to purchase odds and ends that are needed rapidly. To allow for this without the use of a Purchase Order, a \$100.00 a month petty cash shall be established. The petty cash shall not be used for items exceeding \$20.00 in cost. These items shall have an individual Purchase Order and may fall under the Exceptions category listed under the BILL SUBMITTAL heading.

All petty cash requests shall be authorized before purchase and shall be applied to the appropriate Department by the Town Treasurer.

NEW BUSINESS:

FIRE DEPT: Kevin Theriault, Tom Jones and Frank Birkemose represented the Fire Dept. Came in to discuss the proposal given by Neil Courtney for a study for the Fire Dept. Sel. Abbott thought it would be done through SMTC and his proposal looks like he would be a consultant. Kevin told the Board that the complete cost of the comprehensive plan would be \$6,000. Feels need someone outside of the Town who would be un bias. Sel. Abbott told Kevin that it was presented as he works for SMTC, but his proposal looks as a consultant even though he used SMTC letterhead. Kevin told the Board that Neil Courtney has met with the fire dept. to see what the needs are and the objective is to garner a complete understanding of how the towns fire protection delivery system and the emergency medical system functions and how its customers are served. The Fire Dept. would like to know if the town could fund the project. Sel. Fay told them that it would take a Special Town Meeting to raise the money. Sel. Abbott asked if they have seen any other reports or presentations by Neil Courtney and Kevin replied that they have not. Sel. Abbott would like to see what the content would be. Sel. Fay suggests Dianne calling several other towns to see what they though of his study. Sel. Abbott asked if there was talk of a time frame and Tom told the Board six months. Dianne will check on six or so towns and Sel. Fay suggests a meeting with the Fire Dept. and Neil Courtney before the Special Town Meeting.

PAM L'HEUREUX: The Board asked Pam in to see if she was interested in spear heading the 911 committee. Sel. Abbott told her that there is \$5,000. In the account. She agreed to head up the 911 and the Board approved of her having a office upstairs.

TIM NELSON: Reviewed Dennis Pratt proposal. He expects it to take about 110 hours at \$50.00 an hour. Problem is when renovations are done will need to bring up to ADA specs. The report would show if it would be cheaper to renovate or build a new building. The Board will ask Dennis Pratt in to discuss the proposal.

CEO OFFICE: Tim Nelson, Steve Foglio, and Sharon Abbott was present. Came in to discuss job descriptions. Sel. Abbott told them that the Board needs to sit down with Tim to see if he can or can't do the planning. Tim had concern is there would be a conflict but he has been told that it would not be a conflict, other towns have CEO/Planner. Sel. Fay asked what does the planner do when a subdivision comes in. Tim explained that the planner reviews it for roads, entrances, hydro tests etc. before presenting it to the Planning Board and the CEO checks to make sure it meets zoning requirements with setbacks etc. Sel. Fay asked why couldn't a check list be done when they make the first contact with Sharon and Tim to show what has been done and what needs to be done. Tim told the Board that he did not review subdivisions until Dwayne left. Sel. Abbott is unclear of what goes where. Sel. Fay questions why do they need to be separate, couldn't people talk to all three. Tim told the Board that there needs to be a division so don't step on each others toes. Needs definition. Now have a Town Planner and she will need to be

brought up to speed. Tim told the Board that if it stays the same, he will request monetary compensation for the planning part of the job he is doing. Sel. Fay asked how much and Tim replied that he did not know. Sel. Fay asked if couldn't wait until July 1st. Chm. Monteith feels people can wait to see what happens. Dianne told the Board that people would like to know what is going on. Sel. Abbott added need to meet and discuss it. Sel. Fay would rather wait three months. Sel. Abbott does not know what goes on up in that office. Tim told the Board that his job as CEO has stepped over into the planning. Sel. Abbott also added that when the assessor moves upstairs would be able to use his expertise. Tim would like the roles defined everyone works well together and the public won't suffer. Sel. Abbott suggested that Tim bring a plan forward to the Board. Discussed the Planning Board. Sel. Fay would like a joint meeting of the Selectmen and the Planning Board and would also like to have an attorney present to discuss ethics with the Board. Dianne will present to the Planning Board that the Selectmen would like to meet with them on a different night than their meeting and will have Atty. Chris Vaniotis speak to the Planning Board. Sharon told the Board that she would like clarification on additional duties. If additional time is needed can she work it. Not sure have the time frame now to do assessing and Zoning Board of Appeals. Chm. Monteith suggested that she try it for a month. She told the Board that she presently can't work the additional duties into the 30 hours that she works now. Board agreed that if she needs to work additional hours to go ahead. Sel. Fay added that if hours are adjusted upstairs, may not need a full time Selectmen's Secretary downstairs. Dianne told the Board the reason for Sharon to do ZBA was it goes along with the planning and wondered why the Selectmen's Secretary did ZBA. Sel. Fay told her that he can't see how she can add additional work without more hours. Sel. Fay also told the Board that they need to talk about a person for downstairs. Sel. Abbott added that they need to advertise for a Selectmen's Secretary. Sel. Fay asked Steve and Tim if there are ever any public meetings to let people know what the laws are for plumbing, building etc. Steve reported that the state did, but no one attended.

SIGNED:

The Board signed the agreement between the Town and Shaker Valley for use of the equipment for the upcoming baseball/softball season.

Board signed the warrant for payment of bills and payroll.

ADJOURNMENT:

The motion for adjournment was made at 9:20 p.m.

approved: _____

