

SELECTMEN MEETING MINUTES
NOVEMBER 4, 1997

Regular meeting of the Waterboro Board of Selectmen. Attending: Dennis Abbott, Dale Witman, Brenda Charland, Patti Berry, Millard Genthner, Bob Gobeil, Ron Miller. Guests: Elias Smith and Officers of Fire Department, Herman Allen, George & Ida Austin.

APPOINTMENTS

7 P.M. George & Ida Austin regarding a request for a consent agreement. The Austin's are owners of a home on Hamilton Road/Route 202 with a violation found after having a Class D survey. The house was built prior to the adoption of our zoning ordinance. Dennis Abbott explains the process of consent agreements. After a short discussion Dale Witman motions to grant the agreement with zero penalty. Dennis Abbott seconds. Vote is all in favor. Motion carries.

7:15 Jeffery Selker from Main Street Remodeling to discuss his bid on the renovations to the Town Hall. He provided the Board with references on his work and a detailed list of the work that needs to be done. Jeffery is asked if he can break down the jobs and possibly do some and not all of them. Jeffery says that he can. Dennis Abbott states that we need to contact Dennis Pratt at Alpha One to determine what jobs need to be done. Jeffery is asked what is the length of time he would need to do the whole job. Jeffery says 4-5 weeks. Dennis asks how much notice does he need to get started. Jeff says the soonest he could start is 3 weeks from now and he would need a 1/3 payment of the total amount to start. Dennis Abbott informs Jeffery that the Board will discuss this further and get back to him.

7:30 Elias Smith and Department Officers enter to discuss the town's purchase order policy and a request of the Department to purchase new air pacs or lease air pacs. The discussion begins with Dennis Abbott stating this will be the first of many meetings to begin the transition into town policies. The Department had it's own finance committee who took care of the bills. There is a purchase order policy for all town departments for all purchases. We need to determine what mechanism is in place now and begin to incorporate our policies as soon as we can. We can do a blanket purchase order for local vendors who supply such things as gas and incidentals. Elias states that he will get a list from Ginny of local vendors used. Dennis Abbott states that they can establish a past history and take an educated guess on the amounts needed for the blanket purchase order policy. We need the local vendors to invoice the town once a month with an accounting of the purchases on that purchase order. Their were specific questions in different scenarios that might come up. It is stated that the Board does not want things to run differently for the Fire Department, we just need more accountability for billing purposes. One way to take care of unexpected expenses is to set up a petty cash account. There is a

question on instances when a town come in for mutual aid and we reimburse them for gas. Dennis states that in those cases to fill out an expense form and for Elias to sign it. Dennis also states that we need to get more formal with our mutual aid pacts. There is discussion of having gas credit cards for times when the equipment is out of town and needs gas. That will be decided at a later date. We need to get a letter out to CMP and the phone company to send the Fire Dept. bills to the Town. Another meeting is set up for next Thursday with Elias and Ginny and in the near future they will meet once every two weeks. Elias asks the Board about his proposal to lease 12 new air pacs. We will find out if the town has the authority to enter into a lease agreement for the Fire Dept. and discuss this at next week's meeting also.

8:15 Herman Allen enters to discuss maintenance of McLucas Road. He presents a letter addressed to him from SAD 57 which states that McLucas Road has been maintained by the town so in his opinion this means it is a town road. Dennis Abbott states that the road was abandoned some time ago and the town has now expended moneys on the road so it no longer is abandoned. Herman is requesting the town to plow this road this winter. Dennis states that this must go before town meeting, that the Selectmen have no authority to approve his request without town meeting approval. Herman requests that this be on the warrant for town meeting in March to have his road maintained in the winter. The Board agrees to putting the article for winter maintenance on the warrant submitted by Herman Allen and Donald and Kelly Allen.

OLD BUSINESS

1. The Walsh mobile home is discussed. A letter from this office will be sent to the Hanson's rescinding our previous letter releasing the town's interest in the property. We will have our attorney look it over before sending it to make sure it states what we need it to. We will request our attorney to draft an amendment to the tax title property ordinance to exclude personal property namely trailers from the process. We may have to remove the trailer from the lot at the park, or have the Hanson's store it for a fee. We will find out whichever will be the least costly to the town before we decide.
2. Dennis Abbott would like to have Robert Hunt our auditor contacted to find out if our audit is completed and to ask him to discuss auditing the Fire departments books as well.
3. Dennis Abbott instructs Patti to have the water cooler in the Town Clerk's office removed into the front hall.
4. The charge to the Finance committee will be discussed next Thursday night.
5. Request for time off from Dave Dittmer is granted.
6. Dennis Abbott requests one of the other selectmen to take his place as the representative of the Board of Selectmen to the Massabesic Medical Center Board of Directors. The meet the last Wednesday of every month. Brenda Charland agrees to take his place.
7. The bids for printing of the Town report are opened. There are three bids.
FormSystems bid for 2000 copies \$4850, for 2500 - \$5,625 for 3000 - \$6,300.
Diamond Press bid for 2000 - \$4,250, for 2500 - -\$4,975 for 3000 - \$5,985.

Lincoln Press bid for 2000 - \$3,561, for 2500 - \$4,031, 3000 - \$4,500. No decision is made on awarding the bid.

8. Since next Tuesday is a Holiday, the meeting next week will be on Thursday. The agenda will be kept limited.
9. Dale Witman would like to continue tonight's meeting on Thursday to discuss appointing a Road Review committee and to discuss the selectmen's assistant position. Everyone agrees. This meeting will be continued on Thursday night at 7 p.m.
10. At next Thursday's meeting we will set aside one hour to meet with Fred Fay and anyone he chooses to bring with him regarding priority road projects for the warrant for next year.
11. Dianne Holden will be asked give the selectmen a report on accrued sick, comp. and vacation time of employees so that a side letter to the personnel policy can be written to those who qualify.
12. Renewal of the Signing of Warrant procedure for Wages only was signed by the Board of Selectmen.
13. Jon Gale enters the meeting at this time to address the Board regarding the Finance committee meeting. The committee is planning on beginning their process on November 25th, and would like to meet with the Board concerning their part of the budget. There was discussion about the committee meeting with the Fire Dept. and the Library. The selectmen would like to make a joint presentation with these two budgets. Jon Gale requests that we use a format consistent with the appropriation control report. This request will come to the Board in the form of a letter.

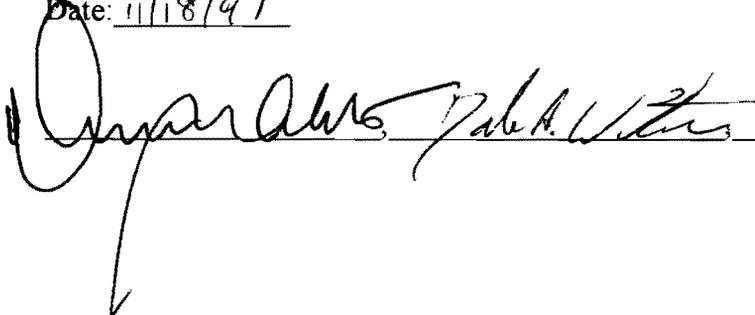
SIGNED

The Waterboro Board of Selectmen signed the Warrant for payroll. The Warrant for bills was not ready and will be signed tomorrow. They also signed the following:

1. Minutes for selectmen meeting of 10/28.
2. CMP pole location permit.
3. One Background check for Me. State Police.

APPROVED

Date: 11/18/97



A handwritten signature in cursive script, appearing to read "Dale A. Witman", is written over a horizontal line. The signature is written in black ink and is somewhat stylized.