

COUNCIL MEETING  
Tuesday, December 8, 2009  
6:00 p.m.

Present: TammyJo Girard, Gordon Littlefield, Dennis Abbott, Cindy Moore, Jon Gale, Nancy Brandt, David Lowe, Mike DeAngelis, Rep. Joe Wagner, Pam L'Heureux, Jason L'Heureux, Lisa Faith, Tom Ursia, Brigit McCallum, Jack Seery, Dan Bustard, Chief Bors, Fred Fay and Roger Macomber.

Selectman Abbott opened Council Meeting at 6 pm with Pledge of Allegiance.

Leo Binette, President of WAB reported that they sold \$7,000 in raffle tickets and \$3,500 will go to the winner and \$3,500 will go to the heating fund. He presented a check to the board for \$3,500 to buy fuel for those in need. Rep. Wagner drew the winner, Steve Kasprzak.

Selectman Abbott announced that this will be the last Council Meeting of this type. Will be reports by committees weekly on a rotating basis beginning the first of January. The schedule will be sent out.

R.S.U. 57 – Lisa pointed out the budget meetings and encouraged participating. Stated that they expect that \$766,300 will be cut from the current budget by the state. At the next board meeting there will be a vote on a motion made for the following cuts to make up the \$766,300: \$250,000 from the budget reserve, \$265,000 – freeze on non-essential hiring and overtime, \$300,000 absolute freeze of all non-salary expenditures, \$123,300 from layoff of 7 ½ full-time employees, Administration – 3 furlough days, 1 – ½ time substitute custodian lay off, 1 full time ed tech which is currently a vacant position and six (6) full time teachers, all elementary and a projected revenue of \$68,000 from Maine Care. When the vote is taken by the board they will then send out the notices as they are required to give 90 days notice and can't wait for the final vote by the Legislature in January. If when the final vote is taken it is less they will scale this back and if it's more will have to make further cuts. Explained that they have proposed changes to the graduation requirements beginning with the Class of 2011 which is still far higher than the state requirements but these changes are only in the beginning stages. They are also looking at changing the location of graduation as the gym is not large enough. The proposals are the Civic Center at a cost of \$3,000 but would need to change the date of graduation or the Portland Expo for \$3,950 but could keep the same date. Last year cost the district \$8,000 for tents, chairs etc. and this will be voted on tomorrow evening. Selectman Girard stated that it would be very disappointing to move graduation out of our community and Lisa suggested that people interested in this subject attend the meeting tomorrow evening. Lisa explained that they had an eligibility for participation policy as they felt their primary function was education but some were opposed to the policy and the board in a very close vote threw it out. They have not reverted to considerably lower standards for participation but this will be coming up for discussion again within the policy committee. The P/R committee is up and running, working on all schools web-sites to make them easier to find the information you need and the transportation committee is working on propane buses. Stated that both Mr. Sherburne and Mr. Brockman have offered to attend any meeting and answer questions would just need some notice. Selectman Girard explained that the Selectmen had not attended the budget meeting on December 3<sup>rd</sup> as they had a previously scheduled meeting but hoped to attend another one. Discussed the reasons for no longer airing school board meetings. Stated that school board meetings are held in the middle school library for anyone wishing to attend.

Town Administrator's Report – Report attached.

Town Planner – Report attached.

Town Clerk Report – Report attached.

Tax Collector Report – Report attached.

Motor Vehicle Agent Report – Report attached

Treasurer – Report attached.

Animal Control Officer – Report attached.

Assessor's Agent Report – Report attached.

Economic Development Committee – Reported that they are working with Brian Doyle and will be meeting with him sometime in January.

Road Commissioner – Asked that people slow down.

Librarian – Report attached.

Library Trustees – Reported that we have had our first snowstorm and they didn't worry about the roof leaking. This week is the holiday open house. They are postponing the book sale until the end of February or the first of March. This week some young people will be completing the mural in the children's room.

Friends of the Library – Reported that they have been working very well with Matthew Eddy of Eaton Peabody. The Gala and Silent Auction was very successful. They have about fifteen (15) foundations they will be applying to for grants. Looking to develop a process to move towards local donors and people making pledges. Appreciated the meeting with the Board of Selectmen and found it very helpful. Voted last night to work towards a November referendum instead of June. Appreciated the support of the Board but will be back next week with two or three sentences to be able to go to foundations with,.

Fire Dept./EMS – Reported that they have one new trained FF1/2. They are losing one student, Galen Light. Continuing with driver training. Tanker has been out of service for about a week or more, sent to Greenwood for a warrantee issue on the pump and should be back on Thursday. Have done most of the required inspections for NFPA. Been in the process with the Maine Wardens Service for the air boat and Lund boat which has been finalized at this point. Have a lengthy list from the Dept. of Labor which keep surfacing for further action on a regular basis. The big thing to work on is the lock out/tag out policy. Continues to work on the fiscal year 2010 budget.

EMA Director – Reported that it's gonna snow but not sure how much. She received a professional certification certificate and became national president. Working on a few grant ideas. Attending a dam safety workshop next week and will be here for the public hearing next week on the emergency management ordinance. January will be teaching another CERT class for churches.

Transfer Station Manager – Report attached.

Transfer Station/Recycling Committee – Reported that they are working on the following objectives: to minimize the cost of household waste disposal to residents; to assure that the cost is distributed equitably to the residents of Waterboro and to make and provide facilities and mechanisms to achieve the lowest cost possible. Most of their time has been spent researching other communities, facilities, doing survey's, etc. Will be seeking residents to attend a forum, probably in February, to exchange ideas on how to reduce cost and increase recycling. Worked on and revised the Solid Waste Ordinance. The silver bullet delivered to the Middle School in October has been pulled and emptied and had 5,720 lbs of paper and cardboard in it. There is also a silver bullet at the Lion's Club and town hall parking lot. Worked on a pamphlet/brochure which will be mailed to all households. Thanked Mike and Kerry DeAngelis for their work on this. Next meeting will be January 25<sup>th</sup>, they meet at 6:30 the fourth Monday of each month. Reported that Mike put in for and was awarded a matching grant of \$500 to produce the brochure. Mike spoke to Mr. Hall today and is very excited about them producing

6,000 lbs of recycling in just five (5) weeks. Also working with him on a contest between grades to see who can produce more. They are also working on an assembly so a committee member and possibly a Selectman could speak to the students about the data collected in the three (3) months.

Parks & Recreation Director – Reported that they are in their busiest time of year. Have sixteen (16) recreational basketball teams going right now and four (4) travel teams all from Waterboro. There are also twenty-four (24) additional teams and all but 5 are from within the district so is currently overseeing forty four (44) basketball teams. Sixteen (16) of those teams will disappear December 19<sup>th</sup> but the rest will go into March ending with a tournament beginning March 5<sup>th</sup> and ending March 20<sup>th</sup>. The Dept. has twenty-eight (28) cheerleaders working with the basketball program and seventeen (17) twirlers. Working with Maine Healthy Partnerships and started a Funergy program, also working on a grant. Since July 1 have brought in about \$15,000, should generate \$110,000 to \$125,000 in revenue for FY10. Looking into a pellet stove grant. Hosted a trip to the Longfellow house last week and the Portland Museum of Art. Have put the bus away for the year. Vacation fun camp the week following Christmas for five (5) days. Commented that Pete, the new custodian has been a huge help.

Old Home Days Committee – Reported that they are meeting next week to submit their budget but their meetings don't really start until January. They are looking at a couple of people over the next couple of weeks to cover the fireworks and will put out for another bid this year.

Lake Association – Questioned if they would need a license to see food the day of the ice derby, felt that they wouldn't. Nancy to get FET in for some discussion before the tournament.

Rep. Wagner – Reported that he is still working on some grant money, most is gone for 2010 with the exception of the weatherization program through Efficiency Maine so making sure we are still in line for that.

General Discussion – Noted that the board is trying to stimulate more volunteerism. Discussed a CERT team and what their responsibilities are. Thanked Dan Bustard, The Reporter, for his article on volunteerism.

Meeting closed at 7:43 p.m.

## TOWN ADMINISTRATOR COUNCIL MEETING REPORT



Budget Season has begun. Budgets are due Friday December 18<sup>th</sup>. Budgets will be put in report form and presented to the Board of Selectmen on January 5<sup>th</sup>. Board will begin their review process and will send the budget to the Finance Committee on February 12<sup>th</sup>. Finance Committee will then on March 9<sup>th</sup> present their budget recommendations to the Board of Selectmen.



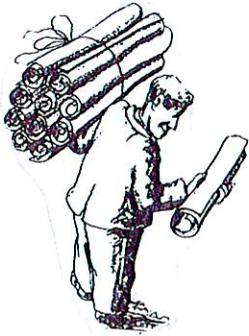
Department Head Meetings. Continuously conducting Dept. Head meetings twice a month. Meetings have been very productive and a lot of good ideas come from the meetings. Meetings are held in the different dept. head locations, last week's meeting was held at the Library and the upcoming meeting on the 17<sup>th</sup> will be held in the Town Hall building with Parks & Rec. hosting.



Employee Trainings. Employee trainings have been held. And there will be more in the future. One of the things have been working on along with the Dept. Heads is a training proposal to be presented to the Selectmen and will cover all mandatory trainings i.e., fire extinguisher, video display.



Bids. By the end of January there will be two requests for bids available. One is for insurance and the second one is for snow plowing of roads. There is a big possibility that there will be more than one bid for insurances. Workers Comp. requires a 60 day notice of cancellation and health/dental might be another separate bid.



## **Council Meeting December 8, 2009**

### **Primary talking points with Town Planner**

**Capital Improvements Plan:** The FY 2010-2015 CIP is complete and ready for review by the Board of Selectmen and the Finance Committee. Town Planner is ready to commence briefing with the BoS and FC members during the week of December 14<sup>th</sup>.

**2010 Congressional appropriations:** In-person conversations with staff members of Congresswoman Chellie Pingree was held on October 19<sup>th</sup>. Communications established with Jackie Potter, Senior Policy Advisor; Erik Hansen, Military Legislative Assistant; and Heidi-Anne Loughlin, Staff Assistant. Strategic planning for grants and earmarks needs to become an immediate focus for any FY11 and FY12 projects.

**West Road Reconstruction Project:** Project budget closure is almost complete, pending a few more outstanding bills and some remaining tree cutting on West Road. Because of diligent project management and on-site cost saving project completion is very likely to be significantly under budget. Conversations with bond counsel will commence in late December relative to BMP for monies saved on Town bond.

**Howe & Howe Technologies:** Pine Tree (PT) Certification process and forms have been explained to the Howe Brothers. The Howe and Howe PT application is currently being reviewed by the State and will be approved in due course. Acquisition of former AGT building is scheduled for December 28, 2009. Close liaison has been established for any Town Hall assistance, as necessary.

**Central York Country Transportation Study:** Study back on track and the request for consultant proposals is in progress. The Town Planner will serve on the Consultant Selection Panel for the CYCCS. The final outcome of this study will play an important role in infrastructure funding and transportation planning for Route 202 and Route 109

**Meadowbrook Acres II:** Amended sketch plan submitted by BH2M (Bill Thompson) showing a new cluster design with 13 lots. Application remains in conceptual stage with the Waterboro Planning Board.

**Low Impact Development Seminar:** On December 6<sup>th</sup>, I attended a LID design workshop in Portland with 160 other planners and engineers to review design standards in a charrette format. A scholarship donation was received from the Casco Bay Estuary partnership for my attendance. (A low impact development residential subdivision may be proposed for Waterboro in early 2010.)

**TOWN OF WATERBORO**  
**COUNCIL MEETING REPORT**  
**TOWN CLERK**

October 1, 2009- November 30, 2009

<b>Snowmobile's Registered</b>				<b>Dogs Registered</b>			
Resident	16	Spayed/Neutered	92				\$276.00
Non Resident	2	Unaltered	4				\$40.00
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>96</b>	<b>Town money</b>			<b>\$281.00</b>
<b>ATV's Registered</b>				<b>Passports and Photos</b>			
Resident	23	Passports processed	11	Total Moneys to Town			\$275.00
Non Resident	0	Photos	13				\$195.00
<b>Hunt and Fish Lic.</b>	<b>Jr. Hunt</b>	<b>Bear</b>	<b>Archery</b>	<b>Hunting</b>	<b>Muzzleload</b>	<b>Xp Arch</b>	<b>Turkey</b>
Resident	17	3	10	70	3	5	2
<b>Total Agent Fees for IF&amp;W(inc ATV's and Snow)</b>				<b>\$319.25</b>			
<b>Vitals Recorded</b>				<b>Total Sales of Vital Records licenses and certificates</b>			
<b>Marriages*</b>	<b>Births*</b>	<b>Deaths*</b>					<b>\$700.00</b>
15	9	6					

\* Subject to change because some records for November are not received until after council meeting

**November 3rd 2009 election 2,599 ballots cast**      **Nov 6th 2007 election 908 ballots cast**

Respectfully Submitted by: Kerry E Thorne, Town Clerk

12/6/2009

Waterboro  
10:47 AM

### Receipt Search Report

11/03/2009  
Page 1

Close Out Date 10/01/2009 05:01 PM - 008093 To 10/30/2009 05:03 PM - 008182, Receipt Type Between 90 and 92

### Receipt Summary

Type	Count	Amount
90 Real Estate Payment	2668	2,371,353.58
91 Tax Lien Payment	56	42,706.13
92 Personal Property Payment	66	14,539.68
	2790	2,428,599.39

Waterboro  
10:43 AM

### Receipt Search Report

12/01/2009  
Page 1

Close Out Date 11/03/2009 07:00 PM To 11/25/2009 05:03 PM, Receipt Type Between 90 and 92

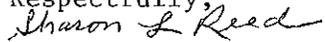
### Receipt Summary

Type	Count	Amount
90 Real Estate Payment	201	111,645.21
91 Tax Lien Payment	29	17,241.75
92 Personal Property Payment	7	509.84
	237	129,396.80

GRAND TOTAL: \$2,557,996.19\*\*

The GRAND TOTAL amount above reflects the total taxes collected during the months of October and November 2009.

Respectfully,



Sharon L Reed/Tax Collector

MOTOR VEHICLE AGENT REPORT

October 2009

The following is a list of vehicles registered through this office during the past month:

Passenger	436
Commercial	42
Trailers	30
Tractors Farm & special equipment	0
Motorcycles & motor homes	11
Transfers	37

Excise Tax in the amount of \$	\$ 70,003.00	was collected in this office.
Excise Tax in the amount of \$	\$ 12,161.11	was collected by Rapid Renewal
Total excise for the month \$	\$ 82,164.11	

*Brenda J. Crenner*

Respectfully submitted  
Brenda Crenner, MV Agent

MOTOR VEHICLE AGENT REPORT

November 2009

The following is a list of vehicles registered through this office during the past month:

Passenger	281	
Commercial	40	
Trailers	20	
Tractors Farm & special equipment	1	
Motorcycles & motor homes	4	
Transfers	28	
Excise Tax in the amount of \$	48,666.48	was collected in this office.
Excise Tax in the amount of \$	10,056.74	was collected by Rapid Renewal
Total excise for the month \$	58,723.22	

*Brenda J Crenner*

Respectfully submitted  
Brenda Crenner, MV Agent

# MEMO

**To: Dennis Abbott, Chairman and  
Members of the Board of Selectmen**

**From: Jerry Daigle, Assessors' Agent**

**Re: Council Meeting - Assessing Schedule – 2010 Tax Year**

**Date: December 8, 2009**

Attached you will find the **Assessing Schedule** for the 2010 tax year.

The purpose for the schedule is to organize the various assessing activities and events that the assessing department is responsible for during the course of the tax year. Although April 1<sup>st</sup> is the official start of the state's tax year, the Waterboro Assessing Schedule follows the calendar year from January through December.

The assessing department is responsible for determining the taxable value of all real and personal property under the supervision of the Board of Selectmen/Assessors. Title 36 MRSA, Property Tax, is administered by the Department of Revenue and contains the provisions that regulate the annual taxation of property.

## WATERBORO ASSESSING SCHEDULE - 2010 TAX YEAR

- JANUARY -** Begin review of new deeds & transfer documents (York Co.) from 04/01/09.  
Set lot "splits" aside to update tax maps, property cards and Trio software for 2010.  
Review value adjustments from 2009 and correct valuation records for 2010.  
Prepare FY2010 Supplemental Tax billing to be mailed by the end of the month.
- FEBRUARY -** Review any pending FY2010 abatements (185 day limit/6mos) and submit to Board.  
Review annual sales data & ratio report from ME Dept. of Revenue (DOR) for final state valuation statistics.
- MARCH -** Review & mail 2010 business personal property declaration forms/notice for FY2011.  
Review personal property accounts for any changes from 04/01/09 thru 03/31/10 and update values for FY11. Check building permits to create FY2011 field list & flag data files and property cards for 2011 reviews and/or inspections.  
Post the Assessors' annual legal notice & publish ad in both local newspapers.
- APRIL -** Begin 2010 field inspections with building permit list and update assessing data files.  
Process new veterans & homestead exempt applications and tree growth apps for FY11.  
Review deed splits and update of town tax maps w/mapper from Sebago Tech. for 2010.
- MAY -** Examine land splits and adjust land values in assessing data files for FY2011. Review Homestead apps and exempts for FY2010 & file report with state DOR by 06/01/10.  
Plan to attend annual Northeast Regional Assoc. Assessing Conf. in Portland, ME.
- JUNE -** Complete state Dept. of Conservation Tree Growth report by July 30 and review the DOR sale declarations from 04/01/09 and verify sales used for State Valuation.  
Check the 2010 permits list for new construction against existing assessing records.
- JULY -** Enter state annual Tree Growth rates into Trio software and check for tax billing.  
Print and review new Real & Personal valuation totals for FY2011.  
Final review of personal property accounts and real estate field work for FY2011.
- AUGUST -** Complete review of property valuation adjustments and compare w/Trio system.  
Audit tax bill amounts, valuation totals and calculation to set FY2011 tax rate.  
Finalize new valuation total and tax commitment documents for FY2011.
- SEPTEMBER-** Review final tax totals and tax bill format w/Trio software and tax billing service  
Print Real & Personal tax bills, commitment books and final reports for FY2011.  
Review proposed town's 100% state valuation proposed by the state DOR.
- OCTOBER -** Process abatement requests & supplementals for Board to review and approve.  
File annual Municipal Valuation Return with the state DOR by 31<sup>st</sup> deadline.
- NOVEMBER -** Begin review of annual sales analysis report and return DOR sales report.  
Assist with annual assessing dept. budget w/administrator for Board of Selectmen.
- DECEMBER -** Prepare assessing schedule for 2011 and review final FY2011 assessing budget.  
Review Trio system to determine if assessing software needs updating for 2011.



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PO Box 308 East Waterboro, ME 04030 - 207.247.3363 - [librarian@waterborollibrary.org](mailto:librarian@waterborollibrary.org)

*Council Report*  
December 8, 2009

On a sad note, Pat Roberts resigned from the library effective December 2nd. Pat worked each Wednesday morning, holding a Babies Lapsit while I had Preschool story time for the older children, taking care of patrons in the children's room, putting books away, etc. I will now be rotating my three other staff members to fill in Pat's hours for the rest of the year.

The library seems to be warmer with the new roof on, even though there was no additional insulation added to the crawl space. The next step to be done is that my office/storage area/kitchen be gutted out as water had leaked down the outside walls, and through the ceiling. This was included in the plans by Robert Fulmer to be done once the roof was completed. There is still around 2,000 left after the roof was completed. I have asked Nancy about getting this done soon as the room is smelling worse then before. Some days are worse then others. Mike De Angelis said he could do the work on a couple of weekends, but Nancy said no, the town has maintenance person who can do the work. I am still trying to pin down a starting date when the work can begin with Nancy.

I have been unable to get the maintenance man to the library to do some painting that needs to be done on the trim in the adult and children's rooms. A patron volunteered a couple of hours and painted a door and door frame, but the rest of the woodwork needs to be done. The library does not have a maintenance person, Neal does the cleaning each week, but works in Augusta during the week at his full time job. I have been trying for months to have someone in to paint, but am not having any response yet from anyone.

We did finally get a toilet for the upstairs bathroom, the other one finally gave out. Now we need new flooring, walls, windows, etc. in the bathroom. Other room first.

People are still doing resumes and job searches on the computers. With school in session, we are not seeing the amount of teens in using the computers as we were this summer, mostly they are coming in to do homework.

The second half of the mural on the children's room wall is finally getting done. Kayla Decker; Jillian and Jennifer Keith; and Rebeka and Victoria Hurlburt have started drawing and painting knights fighting, a dragon, a unicorn, a knight on a horse and more. The mural may be done by the end of the week. Stop by and see it if you are driving by when the library is open.

The week of December 7<sup>th</sup> - 12<sup>th</sup> the library is holding its annual Holiday Open House. Some of our good cooks are baking goodies; there is hot cider and coffee, and punch for the kids. We have crafts for the children to do all week. On Saturday, the 12th, Santa will be at the library from 10 – 1 pm, and there may be a book sale, if the Friends have enough people to work it.

Story Hour is still going strong with an average of eleven to thirteen parents and seventeen to nineteen children attending each week. I am combining the Baby Lapsit group with my older children for now,

making for a noisier story time, having to plan two crafts instead of one due to the large age difference in the children attending story time.

One Scout troop is meeting at the library every other Monday night and we have two different literacy volunteers and students meeting each week at the library. The Strong Fathers group will begin meeting at the library next week.

Our sympathies go out to Roberta Gallant, one of our library trustees, whose husband passed away on Tuesday, December 1st. Barry will be missed by all who knew him.

Respectfully submitted,

Ruth Blake

## Transfer Station Report

December 8<sup>2009</sup>

On January 1, 2010 more electronics will be required to be recycled due to changes in the State of Maine's Universal Waste Laws. Although we have been recycling these since midyear when the legislature passed this addition to the law, it does not become mandatory until January 1<sup>st</sup>. All printers, electronic picture frames, and electronic games such as Game Boy, Xbox, etc. must be recycled along with TV's, computer monitors, and computer towers. Recently I received a call from One Steel in Arundal. We had just shipped a container of aluminum and someone had hidden a TV and 3 computer monitors in the load to avoid paying for the recycling fee. One Steel called and stated that if I didn't pick up those 4 items they would be billing the town \$200.00. These high fees are also assessed by companies that accept our demolition debris; please think of this if you are tempted to put these electronic items in the wrong place.

I have just had the 3<sup>rd</sup> load of metal shipped this past week and Marshall Specialty Grinding is due this month to grind the brush and demolition wood. It is very important to have these areas emptied before we have lots of snow and ice, it eliminates a lot of stress on our equipment and makes it easier to plow these areas of disposal.

It has been increasingly busy for this time of year, usually we have a rush over the holidays but this year with the warm weather continuing so long people had more time to get outdoor cleanup done.

I am busy working on a projected budget for 2010-2011 and I am seeing some increases for services. Ecomaine is projecting a 2% increase to the town's monthly ownership fee and our demolition debris has seen an increase, \$92.00 a ton means an increase of \$10.00 a ton.

I was notified by the state planning office that we had been chosen to receive a \$500.00 grant to be spent on educating people to start recycling. I have completed and sent to the State Planning Office my final projected budget and Kerry DeAngelis is working on a great informational brochure to be distributed to everyone.

I want to take this time to wish everyone a great Holiday Season from all of us at your transfer station.



Clint