

SELECTMEN'S MEETING

July 19, 2011

5:15 PM – Workshop with Road Commissioner Doug Foglio, Sr. on tractor and municipal truck.

PRESENT: Dennis Abbott, Gordon Littlefield, TammyJo Girard, Jon Gale, David Woodsome, Matt Bors, Dave Lowe, Clint Andrews, Neil Courtney, Tom Ursia, Tom Langevan, Dan Roy, April Hevey, Brandon LaFlamme and Dianne Holden

Selectman Littlefield opened the meeting with the Pledge of Allegiance at 6:04 PM.

APPOINTMENTS

6 PM – Neil Courtney on Fire Department Report: Neil reported that positive things have happened in the past 15 years, since the last report. The new report looks forward to where the Dept. needs to go to deliver optimum service to Waterboro residents. He discussed the Executive Summary of the Report, found on Pg. 6. He also read thru the Recommendations found on Pg. 12. He feels that a critical component of Fire Department services in the future would be to create a Goodwins Mills District. Dave and Jon questioned the need to replace South Station and what were the facts behind making that recommendation. Matt stated that South Station plays a key role within the hydrant area of the town and the ISO insurance rating whereas North Station didn't. Highlights of the presentation include the lack of quality workspace and adequate storage space, day room, the need for a vehicle exhaust extraction system and automatic fire suppression systems. Suggests talking with Limerick and Limington to work collaboratively for coverage in the New Dam Road area and re-negotiate third party billing with the present service being used. He feels that in the future Districts with other towns or 'groups' will be used to ensure the town retains its core of on-call fire fighters. He also feels that it is necessary to bolster the sector of the paid-per-call fire fighters and EMT's by developing a retention program; suggesting a pay scale be established with flat fees. As an enticement to bring in fire fighters and EMT's the Town could start a property tax abatement program for time volunteered. He also suggests applying for Staffing for Adequate Fire and Emergency Response (SAFER) Grant to use as recruitment and retention of volunteer fire fighters. The Dept's training is up and running and doing well. He suggests that the number of hours worked per week by the career captain and lieutenant be increased to provide for overlap coverage with per diem personnel. He feels that the Dept's Capital Improvement Program is great and should be followed as vehicle replace guidelines. Gordon stated that it was a comprehensive report and it will take deep discussion so that the community isn't bankrupted by adding more personnel for teams, which probably won't happen in the near future. They will look hard at the report to cost out what the community can afford. Jon spoke to a high priority at a low cost portion of the report – exhaust system. Volunteers put in a lot of time and training and they can't put on a whole lot more FF and EMT's, but thinks the real estate tax abatement program is worth looking at. He also feels that the Dept. needs a part-time secretary to cover when personnel have left on a call. Neil suggests taking small steps to start change. He has offered a buffet of what is best for the community and entice Dept. personnel. Jon states that he doesn't see them having a health center, but does see the need for a health program to keep personnel fit, which needs to be attractive to have personnel get involved. TammyJo also stated that it was a very comprehensive report and feels the Town has to provide staff and safe equipment to do their job properly. Need to look at if the Dept. has ample staff; be sure the staff is properly trained for our community; that the Town is getting the best bang for our buck; and promote a healthy quality of life. They need to take a hard look and do positive changes. Neil stated that when looking back at the last report, he found 90% was completed. The new report is for the future and refers to national standards/mandates and what the community requires.

Dennis agrees; there is a lot to digest and they need to take a hard look and prioritize with the Finance committee where the town goes first. It will take time and feels the majority of the report will be come as the town can afford it. Matt added that they need to create a task list and what can be done, focusing on the report.

HEARING OF DELEGATION - Fire Chief Matt Bors reported that he has spoken to the property owner in regards to North Station, they wish to have it go back to them with the improvement removed; he is working on the CIP item approved this year for the boiler, bids have gone out; has met with Warden Herrin in regards to Old Central Station and work on cleaning up the outside-Matt asked Board to look at the roof and give him a recommendation on the shingles; talked with District Warden Hesslein in regards to the tower and found out that it is not a high priority for the State at this time, nor is there any funding available for future expenses, he will contact the Town with anything new. Noted that on July 30th starting at 6 am a training burn will take place on Ossipee Hill Rd. The road will be open to local traffic only. He will continue to work on the action list from the Comprehensive Study and noted that he will be on vacation starting next Monday.

CORRESPONDENCE – None

TOWN ADMINISTRATOR’S REPORT – None as the Administrator is out on medical leave.

SELECTMEN’S REPORT:

1. Tammy Jo acknowledge the passing of Jon Tufts who will be missed on the various committees he served on and in the community. At last weeks meeting of the Road Review Committee(RRC), Roger Macomber was elected Chairman. The Road Commissioner(RC) attend the meeting and on Thursday at 6 PM the RRC and RC will be doing a tour of some work sites to assist them in creating a Waterboro Roads Plan, which will help to prioritize the work needed and items for the CIP. Their future plans include an extensive study on traffic patterns. Three road counters are on order and also a laptop will be purchased. They intend on meeting more frequently than one times a month in the future.
2. Dave asked Clint if he had heard anything from Atlantis or Lucas. Clint responded no.
3. Dave asked Dave Lowe if the Annual Town Meeting will be put on cable. Dave L. responded that that wasn’t necessarily going to be done, but will work on it as time allows.
4. Clint spoke in regards to the compactor issue. The CEO has received an e-mail from the State Electrical Inspector stating that the compactor should be shut down until he can come out, which hopefully will be Friday of this week. All agreed to shut it down.
5. Gordon reported that the CEO had a baggie of strange insects, possibility, Asian Long-horned Beetles. It has been sent to DEP for analysis. He requests if other people find them, to contact the CEO office. He spoke on the untimely passing of Jon Tufts. Jon was a member of the Road Review Committee, Ballot Clerk, flagger for the Road Dept., Chairman of the Zoning Board of Appeals and member of the Fair Hearing Committee. He devoted a lot of time and energy to the community and Gordon wants to extend condolences to his family from the Board.

COMMITTEE REPORTS – None

NEW BUSINESS

1. Recognize Firefighters: Gordon spoke on behalf of the Board, congratulating those in attendance on achieving the education level and needs of the job requirement and being devoted to becoming a call fire fighter (FF). The Board appreciates the vital service they provide the Town. Gordon presented certificates to: Capt. Tom Langevan for successful completion of Fire Officer Training; FF Dan Roy for successful completion of Fire Officer Training; FF April Hevey for successful completion of FF 1 & 2 Training; and FF Brandon LeFlamme for successful completion of FF 1 & 2 Training. Matt thanked the Board for recognizing the work they had put into their training, totaling over 1,000 hours collectively. Gordon recognized Tom Langevan for obtaining the Heart Safe Award presented by the Governor. Tom stated that it was a national program that gives free literature, power point and lesson plans on heart healthy plans. Dave stated that CPR training should be given to the people at the Town Hall. Gordon said he was working with the Administrator on a plan.
2. Discuss/Vote on 20/20 Comprehensive Plan Committee recommendation on energy consultant: Tom reported that six different parties express interest and two submitted letters of interest. The two are: Woodard & Curren with a parent company in Portland, a national firm with over 600 employees and Building Service Consultants from Pennsylvania that employs two people. The consensus of the Committee would be Woodard & Curren. There will be a direct project team of 3 members from the firm and indirectly Angus King will be a resource person. The timeline is for immediate start-up with completion by the end of October; having the completed chapter back to the Board by Thanksgiving. The town received \$15,000. from a grant secured through Efficiency Maine Trust. It appears Waterboro will be the first town in the state with an Energy Chapter in it's Comprehensive Plan, which will give the town leverage for energy related grants. As will be the entire plan, the Energy Chapter will have action centered plans. Dennis stated that the benefit to the taxpayer could be said of every chapter in the Plan. Dave asked how is this chapter going to help with the energy cost in this building and understands that this basically has nothing to do with the energy audit done. Tom said that the Energy Chapter is the next step from the audit, on improvements that need to be acted on. TammyJo explained it as the Comprehensive Plan Energy Plan Chapter is a global look vs. the energy audit looked at the town's buildings. Tom said there will be no obligation to anything that is said; it will not be specific, but generalized; one sole purpose is to be the first in the state to include the chapter and to give leverage for future grants. The \$15,000. buys the completed chapter. Dennis asked Tom to give a copy of the letter of interest and the 2 proposals received to the Board members for their review. Dave made the motion to move forward with the \$15,000. in grant monies for the Energy Chapter and to use Woodard & Curren as energy consultant. Jon seconded. Voted, passed.
3. Discuss/Vote Board of Selectmen Chairman Policy: Gordon stated that in the past it was an unwritten policy that the Board member in their last year of office be the Chairman that year. Dennis pointed out that that policy, as with other Board policies, is only as good as the current/sitting Board. Feels they should rotate in a logical manner, however, if not spelled out in the Charter, the next Board can do what they want. In prior years, Chair Pro-tem has not been addressed in the Charter. He's middle of the road in supporting both issues. Jon feels its healthy to change Chairman, however sometimes it's

good to have someone serve for 2 years. Dennis stated they can suspend the policy. TammyJo feels it it's not broke, don't fix it. Feels it's constrictive and what if someone doesn't want to be Chair. Dennis said it had been tradition to rotate, they have departed from it, and doesn't think it has to become a policy. Dave felt they were doing fine the way it currently is. Dennis made the motion to table item 3 indefinitely. Jon seconded. Voted, passed.

4. Discuss/Vote Chairman Pro Tempore Policy: Dennis made the motion to table item 4 Indefinitely. Dave seconded. Voted, passed.
5. Discuss/Vote on Assessing Agency Agreement: Dennis made the motion to accept as presented. Dave seconded. Dennis pointed out the IRS reference regarding mileage was supposed to have been deleted. Dennis and Dave withdrew their motions. Jon made the motion to table for one week for clarification on the language. Dennis seconded. Voted, passed.
6. Discuss/Vote on Fire Chief Contract: Gordon stated that the Chief also has concerns. Jon made the motion to table for one week to get clarification on the language. TammyJo seconded. Voted, passed.
7. Discuss/Vote to schedule workshop with Dayton and Hollis Selectmen re: future use of Transfer Station: Dennis feels that everyone should be asked if they want to get back to the table, felt that the timing was wrong on prior talks as the budget process had already been established. The assessment should be for a realistic number of people using the TS. It is not a Regional TS, they would have use of it only. TammyJo felt that a Regional TS gives a distinction and makes them eligible for grants and it would be called that should Dayton and Hollis use it. Clint agreed. She further stated the need to discuss compensation of other town's using the facility against Waterboro's true cost to operate. Jon proposed that a letter be sent to the two Boards and if this Board gets an affirmative response a workshop will be scheduled. Gordon asked Clint to make the contact and Clint agreed to do so.
8. Discuss criteria for committee appointments: Gordon stated that criteria to look at what would be, conflicts with other personalities serving on the same committee, demeaning the Board of Selectmen, stirring things needlessly, etc. to undermine the effectiveness of the towns boards/committees. The Board has taken meaningful steps to conduct business as professionals and would like to go on a true course without someone undermining their work. Jon stated that committee membership is always a concern on political gain, and the Board has tried to set the right path. TammyJo pointed out that the Personnel Policy speaks to volunteers, being courtesies, respectful, a team worker, and conducting themselves accordingly. Dave thanks the Board for their input.
9. Discuss/Vote Finance Policy with audit calendar: Dennis presented the updated policy. Pg 1 reworded preamble and added Appendix D. Pg. 5, Sec 3 added – Annual Audit Schedule stating the audit report is to be done no later than November 15th. Accruals are cut off at the end of July. App. D is a spreadsheet of dates included in each section of the budgeting process; Section 2 Financial Review Schedule, the Quarterly Reporting Schedule as well as the Annual Audit Schedule. All in agreement that it was a great document. TammyJo made the motion to adopt the policy as presented with Appendix A & B from the prior policy being added to it. Jon seconded. Voted, passed.
10. Discuss/Vote committee appointments: TammyJo made the motion to appoint Fred Fay to the Road Review Committee until June 30, 2013; Brigit McCallum to the Library Board of Trustees until June 30, 2014; Jeannie Grant to the Cemetery Committee until

June 30, 2012; Matt Bors as Deputy EMA Director until June 30, 2012 and Tom Ursia as Deputy EMA Director until June 30, 2012. Jon seconded. Vote on Matt-Voted, passed; Jeannie-Voted, passed; Tom-Vote: 4-1, passed; Fred-Voted, passed and Brigit-Voted, passed.

11. Discuss/Vote on US Census, State Law and Urban compact areas re: Old Alfred road as compact: TammyJo made the motion to meet with DOT, as requested in a letter from them, along with the Road Commissioner and the Road Review Committee, and to be sure that all roads are up to par when the Town has to take them over. Dennis seconded. Voted, passed.

OLD BUSINESS

OTHER

1. Warrants for bills & payroll: Dave made the motion to approve. Jon seconded. Voted, passed.
2. Minutes of 7/5/2011 & 7/12/2011: Dave made the motion to approve. Dennis seconded. Voted, passed.

Pending Decisions

1. Public Service Announcements
2. Performance Bonds
3. Committee Self-evaluations

Week's Action List

1. Clint – contact Dayton and Hollis Board of Selectmen
2. CEO – follow up on insects

Agenda Items

1. Assessing Agent Agreement
2. Fire Chief Contract

ADJOURNMENT

Dave made the motion to adjourn at 8:51 PM, Dennis seconded. Voted, passed.

SIGNED:

1. Warrants for bills & payroll
2. Minutes of 7/5/2011 & 7/12/2011
3. Committee appointments

APPROVED: Date: July 26, 2011
