

## **SELECTMEN'S MEETING MINUTES**

### **November 22, 2011**

**PRESENT:** Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott , Pam L'Heureux, Todd Abbott, Patrick Fennell, Robert Powers, Steve Eveld, Dianne Holden, Roger Macomber, Tom Ursia, Tina Cote, Christina Silberman & David Lowe

Chairman Littlefield opened the meeting at 6:02 pm with the Pledge of Allegiance and thanked people for joining us. Chairman Littlefield recognized that today is the anniversary of the assassination of President John F. Kennedy.

**APPOINTMENTS: 6:00 pm - Final presentation of the energy chapter by Woodward & Curran.** Chairman Littlefield welcomed Mary House & Mary McCrann of Woodward & Curran. Ms. House & Ms. McCrann gave a PowerPoint presentation to outline the project to create the energy chapter of the comprehensive plan. The project began in September 2011 and was funded by the Energy Efficiency and Community Development Block Grant. Goals of the project were as follows: to support the Town as it seeks to better understand environmental and economic development implications of the energy discussion including potential renewable energy and grant opportunities, to understand municipal energy usage and ways to reduce it, to educate residents and businesses about energy conservation opportunities, and to provide resources for resident and municipal use that will serve to guide additional thinking and decision making in the future about energy. Copies of the energy chapter of the comprehensive plan were distributed. Ms. House thanked all the people that helped with the project.

Selectman Gale asked if there was a specific funding website dedicated to municipal energy and Ms. House replied that this information is included in the chapter. Selectman Abbott asked if they met with the 20/20 Committee. Ms. House replied they have met with the 20/20 Committee and the Committee had an opportunity to review a draft of the energy chapter as well as participate in individual interviews. Selectman Abbott commented that the power distribution companies have reduced their resources to a point where they cannot respond quickly to large power outages and asked if there has been any discussion on how to improve the distribution of power. Ms. House replied that in the chapter, there are suggestions on ways to generate energy and also suggestions for regional collaboration. Selectman Gale asked about the future of light bulbs, he has been purchasing the energy efficient ones but he is not happy with them. Ms. House said there are changes all the time and suggestions for Town lighting is to use LED lighting because it is a big cost saver. Chairman Littlefield asked if there are ways communities can protect their power grid. Ms. McCrann responded that she is not aware of anything but it is a common struggle with other communities. Selectman Woodsome asked what other communities do for a coordinator as suggested. Ms. House said that usually the coordinator duties are added on to an existing position. Chairman Littlefield suggested a regional coordinator and Ms. McCrann suggested that the Southern Maine Regional Planning Commission would be a good contact for this. Ms. McCrann explained that if the Town of Waterboro had a comprehensive plan approved by the State the Town would be eligible for additional funding. Ms. House stated that with the completion of this chapter, the Town has momentum and if we can continue to draw people in then one thing will lead to another. Selectman Woodsome asked if there are any suggestions from conversations with residents. Ms. House indicated that there are lots of suggestions and resources and

these are highlighted in the energy chapter. Tom Ursia thanked Woodward & Curran for their due diligence and said that the relationship that he and the 20/20 Committee has had with Woodward & Curran has been outstanding. The Board thanked Ms. House and Ms. McCrann for their attendance.

**6:45 pm - Progress Report on the Conway School commitment.** Tom Ursia said that within the design of the comprehensive plan, the 20/20 Committee has framed the most important chapters as the energy chapter, the village planning chapter and the infrastructure chapter. Mr. Ursia reported that he has been working with the Conway School of Landscape Design in Massachusetts. This is a graduate school and the seniors do their closing projects with municipalities. Waterboro has an opportunity to partner with the school beginning in January to embark on the village planning chapter. The Dean of Community Services is attending a meeting of the 20/20 Committee to discuss the scope of services on December 14, 2011. This work should be completed in June 2012 and will produce another chapter of the comprehensive plan with graphics. Selectman Woodsome commended the 20/20 Committee for their work and said that this is not an easy task. Mr. Ursia asked the Board if they are ready to move ahead and the Board agreed.

**7:00 pm - Audit review.** Treasurer, Julie Giles, joined the meeting for the audit review. Ron Smith of RHR Smith & Company reviewed the 2011 audit. Schedule 1 shows 13.4 million in revenues, including last year's carry over, against 10.9 million in expenditures with a surplus fund balance of 2.5 million. This is approximately \$80,000 greater than the previous year. This would be even greater if the Town had not had a Special Town Meeting for \$60,000 for Recreation. Mr. Smith commented that the Town was frugal and the Town did not need to use a lot of the overlay to balance the budget. Based on a budget of 11 million, you should have 30-90 days and Waterboro is a little above 60 days, this is a good situation to be in. Mr. Smith recommended having a strong capital plan because the infrastructure is not getting any younger.

Selectman Abbott commented that in 2010 the Town overspent by \$60,000 and coverage for this was denied at a Special Town Meeting. This year if we exclude the General Assistance overage that is allowed by State law, the Town underspent by \$78,000. Selectman Abbott would like to see something in the audit report to address the fact that the Town overspent in FY10 and now that we have completed FY11 as underspent the FY10 overage has been compensated for. Selectman Abbott said that he thinks the Board has worked hard to manage the budget and the Board has put in place some financial stops and reporting requirements that will keep us in line. Selectman Gale asked if the Town should dedicate capital planning from the undesignated capital reserve or budget it against taxes. Mr. Smith said he would not budget for it but the Town has some seed money in the general fund. The town should have a 3-5 year capital plan in place and work towards having 10-20 % of the cost of capital planning set aside because most grant opportunities require a 10-20% match. Chairman Littlefield said he wants it to be clear that the FY10 overage was handled above board and by the book. Mr. Smith said he will ensure this is addressed with a separate undercover. Tina Cote asked what the delay was in addressing the FY10 shortfall. Selectman Abbott responded that the Town was not ready for the audit at the end of FY10 for six months and that is the fault of the Town. Administratively, the books were not in order so we contracted with RHR Smith to assist with this. Selectman Abbott said that this year, there is a schedule in place with a goal of having the audit report by mid-November so we are a couple of weeks off. Chairman

Littlefield commented that there was an issue with the software that caused a delay in settling the books. Selectman Gale stated that his experience with school audits is that they are usually completed by November. Selectman Girard said she thinks the Town has done a lot better this year than the previous year and is happy with the timeline.

Selectman Girard asked Mr. Smith about software systems, specifically MUNIS compared to TRIO. Mr. Smith said MUNIS is the Cadillac of software and it is very expensive. He would like to sit down and discuss this further with the Town before any changes are made.

**HEARING OF DELEGATION:** Tina Cote reported that the sign for Eon Way is missing and asked who to contact. Selectman Girard said to contact the Road Commissioner and Chairman Littlefield said we can notify the Road Commissioner for her.

Patrick Fennell asked about a seminar for a road association that Selectman Girard spoke about a few weeks ago. Selectman Girard said they are working on setting up a seminar for a Saturday morning in mid-January. This will be advertised and open to the public.

**CORRESPONDENCE:** Chairman Littlefield reviewed the following correspondence.

1. Assessing report from Jerry Daigle
2. Rep. Libby's e-newsletter
3. Routine notice from Time Warner Cable re: broadcaster agreements

**REPORTS: Selectmen's Report:** Selectman Woodsome reported that he attended the Planning Board meeting last week and it was an excellent meeting. They focused on issues to be addressed in the coming months and it was a positive meeting.

Selectman Girard reported that she attended the York County Budget Committee meeting last Wednesday night. Probate and Deeds were presented. They will meet again next Wednesday night with the District Attorney's office and EMA presenting. Selectman Girard also reported that she attended the 12 Town Committee meeting last night and they discussed the County budget. They also discussed storage of town records and several towns are finding they are outgrowing their storage. Waterboro was the only town starting to look seriously at digitizing records and the other towns are interested to see how this goes. All of the towns seem to struggle with having records stored all over the place so a person may have to go to three different people to get information on one property. Another thing they discussed was a road survey that was done that looks at the total miles of municipal roads, the annual budget for the roads (broken out by summer and winter budgets) and what percentage of the total municipal budget goes to roads. Selectman Girard stated that she spoke with one of the Hollis Selectman and he asked about the Hollis resident's use of the transfer station and this is something we have to follow up on. Chairman Littlefield commented that the issue of record storage has been discussed as part of the Selectmen's goals. Waterboro has some records contained in a section of town hall that is not really conducive to the keeping of records. Chairman Littlefield thanked IT Director, Dave Lowe, who has recently taken the initiative to begin digitizing some of these old records. The Town is pursuing solutions such as off-site storage and digitizing records to preserve these vital town documents.

**Planning Board Report:** Kurt Clason reported that the Planning Board has been doing mostly administrative work. There has not been a lot of building going on. The Board has given preliminary approval to the Green Court project across from the High School. This

project is on hiatus and they will need a public hearing on this when they are ready to come back due to the time that has passed. They had a joint meeting with the Town of Hollis to approve a revision to the drawing for the Hidden Brooks Subdivision which has one lot located in Waterboro. Selectmen Girard asked where this is located and Mr. Clason replied that he was not certain of the location and you have to go into Hollis to access the subdivision. They have had workshops to review the zoning book to recommend changes. The Planning Board worked on the changes to the wellhead district. They have worked on changes for performance bonds and will have a public hearing for this on December 7<sup>th</sup>.

Chairman Littlefield asked about public safety access for the one Waterboro lot located in the Hidden Brooks Subdivision in Hollis. Mr. Ursia responded that the Fire Chiefs and Code Enforcement Officers of Hollis and Waterboro planned to meet to address this.

Selectman Girard asked if the Planning Board membership is at full staff and Mr. Clason responded that there is one vacancy and there is enough membership now that they can carry a majority. Mr. Clason commented that this is a good board that works well together with a good mix of backgrounds. The Selectmen thanked Mr. Clason for his report.

**Town Planner Report:** Tom Ursia reported that there is some new commercial growth coming forward. Napa is coming to Waterboro on the former Heath property now owned by Padco, Corp. This project is coming to the site plan review stage. The proposal is a 50' x 120' building running perpendicular to Route 5. It will be about 6,000 square feet. This should be coming to the Planning Board in December. The convenience store will still be located on the property for the time being. There is also a project in the design stages at Waterboro Crossing to add a financial institution at the north section of the building next to Associated Eyecare. There is a Credit Union looking to locate to Waterboro. Selectman Abbott asked if the other Padco project is moving forward and Mr. Ursia replied that he has not heard any more on that proposal for a storage facility on Route 5. The Board expressed some concerns with the traffic pattern at Waterboro Crossing and Mr. Ursia said they are looking at this. Mr. Ursia is working with the Planning Board on the signage ordinance to make it consistent with State Legislation. There are some right of way issues with the Green Court project and the hope is to have these addressed and have the project back to the Planning Board at the beginning of the year.

Mr. Ursia stated that the Capital Improvement Plan research has been done and the department heads worked hard on this. He still needs to assemble the information and would like to present it to the Board in December or January.

Selectman Girard asked if he has heard anything about Mike Allen's property and Mr. Ursia replied that nothing has come forward since the conceptual plan that showed a restaurant and a drinking establishment. Selectman Girard asked if there is any plan for the Woody's Restaurant property. Mr. Ursia said he was not aware of any interest in this. Mr. Ursia said that when he becomes aware of a vacant building he does try to determine the square footage of the property to keep it in mind for future interests. Mr. Ursia encouraged the Board to pass on suggestions.

Mr. Ursia reported that there was not a detailed survey of the library. A new survey company called Line Pro did some pro bono work and was able to pull the surrounding property lines together so there is now a very definitive plan of the footprint of the library. Mr. Ursia stated that there was a significant amount of pro bono work done by an

architectural company on a potential addition to the library. Selectman Woodsome asked how big the plot is at the library. Mr. Ursia replied that it is a small lot and the parking lot is the only place for possible expansion. Selectman Woodsome asked if the Town owns the land and Selectman Abbott said there is a covenant in the deed that the property has to be used for educational purposes.

Mr. Ursia commented that he will work with the IT Director, David Lowe, to make sure that all of the plans for Town owned properties are digitized and stored together for easy access. The Board thanked Mr. Ursia for his report.

### **NEW BUSINESS:**

**1. Discuss/vote to approve the audit:** Selectman Gale moved to accept the audit, seconded by Selectman Abbott. Selectman Woodsome asked if it is proper to vote to accept a draft of the audit. Selectmen Gale, with Selectman Abbott's agreement, amended the motion to accept the numbers from the draft audit for budget planning purposes and reserve acceptance of the final audit for a later vote. The amended motion was then voted and passed, **4 yeas, 1 nay (Woodsome)**.

**2. Discuss FEMA reimbursement / possible special Town Meeting:** Selectman Abbott commented that FEMA reimbursement is a concern for the Road Commissioner and he would like to have the Town Administrator involved with this. The Town has to identify all work that has been done and submitted to FEMA for reimbursement. Selectman Abbott would like to see this go to a Special Town Meeting to ask the people to take money out of undesignated surplus to replenish the Road Commissioners budget for the unexpected work in the event that FEMA does not reimburse the Town in the same fiscal year. This item was postponed. EMA Director Pam L'Heureux commented on the status of some prior year reimbursements and she will touch base with the Town Administrator to ensure everything is in order. This item was postponed.

**3. Discuss/vote on Mr. Fennell's request for a public hearing:** Selectman Gale moved to deny Mr. Fennell's request for a public hearing at this time due to the fact that no new information has been presented, seconded by Selectman Abbott. Selectman Abbott explained that the information provided in Mr. Fennell's request for a public hearing on the Ross Corner Rd. and Middle Rd. name changes did not include any new information. Chairman Littlefield stated that the Town checked with the Town Attorney and the Board is not required to accommodate a citizen request for a public hearing. Mr. Fennell stated that he presented ideas and additional information regarding the name changes to Ross Corner Rd. and Middle Rd. and he was not aware the Board had been working on this for so long. Selectman Woodsome said that he does appreciate the work that Mr. Fennell has done. Selectman Girard commented that he has been very professional and respectful and she appreciates this and there was mutual agreement from the Board. The motion to deny Mr. Fennell's request was then voted and passed, **5 yeas**.

**4. Discuss/vote on holiday hours for transfer station employees:** Selectman Abbott moved to allow the Town Administrator and the Transfer Station Manager to determine the holiday hours at the transfer station for December 24<sup>th</sup> and December 31<sup>st</sup>, seconded by Selectman Gale, voted and passed, **5 yeas**.

**5. Discuss/vote on the Selectmen's meeting of December 27, 2011:** Selectman Abbott moved to forgo the meeting of December 27, 2011 as long as the Board members come into the office to sign the warrants, seconded by Selectman Gale, voted and passed, **5 yeas**.

**OLD BUSINESS:**

**1. Discuss/vote on culvert replacement (Webber Road/Logan Circle issue):**

Selectman Gale moved to allow the Road Commissioner to expend up to \$5,250.00 on Logan Circle to be paid from the ditching account per the Road Commissioner’s memo given to the Board tonight, seconded by Selectman Abbott, voted and passed, **5 yeas**.

**OTHER:**

- 1. Moved by Selectman Girard, seconded by Selectman Abbott to sign warrants for bills and payroll, voted and passed, **5 yeas**.
- 2. Moved by Selectman Woodsome, seconded by Selectman Girard to accept the minutes of the 11/15/11 regular meeting as written, voted and passed, **5 yeas**.

**PENDING DECISIONS**

- 1. Public Service Announcements
- 2. Committee Self-evaluations
- 3. Work with Logan Circle residents on water runoff issue
- 4. Review Driveway Opening Permit language
- 5. Transfer Station boundary
- 6. Economic Development Committee status
- 7. Water District survey
- 8. Water District office space lease

**WEEK’S ACTION LIST:**

- 1. Notify the Road Commissioner to proceed with the Logan Circle project.
- 2. Check with the Road Commissioner to see if the Town is paying for grading on non-public roads.

**DISCUSSION OF AGENDA ITEMS:**

- 1. Discuss Hollis resident’s transfer station use

Chairman Littlefield read the reminders.

**ADJOURNMENT:** Selectman Woodsome moved to adjourn the meeting at 8:56 pm, seconded by Selectman Girard, voted and passed, **5 yeas**.

**SIGNED:**

- 1. Warrants for bills & payroll
- 2. Minutes of 11/15/11

**APPROVED:** Date: \_\_\_\_\_

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