

SELECTMEN'S MEETING MINUTES
December 6, 2011

EXECUTIVE SESSION: Selectman Abbott moved to go into Executive Session at 5:05 pm per Title 1 M.R.S.A. §405 (6)(D) to meet with the Town Attorney to discuss labor negotiations, seconded by Selectman Girard, voted and passed, **5 years**. Selectman Girard moved to come out of Executive Session at 5:50 pm, seconded by Selectman Abbott, voted and passed, **5 years**.

PRESENT: Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, Nancy Brandt, Judith Cindy Durney, Rich Liden, Mike DeAngelis, Patti Berry, Yvette Murray, Christina Silberman & David Lowe

Chairman Littlefield opened the meeting at 6:00 pm with the Pledge of Allegiance

ANNOUNCEMENTS: Selectman Gale announced that the Selectmen are hosting an employee and volunteer spaghetti dinner to welcome the holidays at Central Station this Friday, December 9th, beginning at 5 pm.

HEARING OF DELEGATION: Roger Bouffard stated that he is concerned with the way snow is being plowed in front of his property on Sokokis Trail. He contacted the Road Commissioner, Doug Foglio, and asked that he try to keep the snow 6-10 feet away from his fence due to parking, his brick wall, and ice buildup. Mr. Bouffard said he lost two sections of fence last year. Mr. Foglio told him that he would speak with the Selectmen and get back to him. Mr. Bouffard has not heard back from him. Chairman Littlefield stated that Mr. Foglio did speak with him and he understood that Mr. Foglio would proceed to address the issue. Mr. Bouffard said he has a pickup with a plow and is willing to maintain the front of his property after the snow plow goes through. Chairman Littlefield indicated that he will discuss this further with Mr. Foglio. Mr. Bouffard asked about a survey of his front property as Chairman Littlefield had suggested previously. Chairman Littlefield stated that he will put the survey issue on an agenda for the Board to discuss. Nancy Brandt commented that the Town Attorney contacted her about a month ago about the easement and said they would be in contact with Mr. Bouffard's attorney. Mr. Bouffard replied that his attorney has not heard anything and will be in contact with the Town.

Rich Liden said that he contacted Time Warner Cable about having cable and internet for the home he is building on the private portion of Thyngs Mill Road and was told it would cost him \$6,000 for Time Warner to extend service to his property. He asked if there was a contract with the Town about providing service. Selectman Abbott responded that there is a franchise agreement with Time Warner and there is a requirement that there be so many houses per so much distance in order for Time Warner to extend service. Selectman Abbott suggested satellite TV. Mr. Liden said he is concerned about internet service. Mr. Bouffard suggested AT&T for satellite internet service.

CORRESPONDENCE: Chairman Littlefield reviewed the following correspondence:

1. MMA legal opinion re: proof of liability insurance for commercial haulers
2. Notice from Biddeford Savings re: sweep account rate
3. Rep. Libby's newsletter
4. Private correspondence from Jerry Daigle

REPORTS: Selectmen's Report: Selectman Girard reported that the York County Budget Advisory Committee met last Wednesday. The District Attorney's office presented

and the proposed budget includes two layoffs for their department. They are in contract negotiations with the union and if employees agree to pay more towards insurance, the proposed layoffs may be avoided. EMA also presented and they are seeking \$30,000 for aerial mapping and this would be available to the towns. EMA has a van that was used for 10 events, such as Old Home Days, last year and responded to 6 callouts for emergencies. EMA is seeking continued funding for the van this year. Social service agency funding was cut 50% last year and the Commissioner's intent is not to provide any funds this year. There was a lengthy and sometimes heated discussion over the social service funding. Selectman Woodsome asked if there is a political or philosophical issue with the Commissioners. Selectman Girard said it is not always a good relationship between the Commissioners and the Budget Committee. The Budget Committee meets again tomorrow night with the Sheriff's Department presenting, then they will start reviewing the information and will make their recommendations. Selectman Abbott commented that there is a political divide between any commissioners having their budget managed by a committee. Selectman Girard said that the Budget Committee can set the amount of the County budget and make suggestions but ultimately, the Commissioners decide how the funds are spent.

Selectman Woodsome reported that he has not heard anything yet about the Eagle Scout project. Mr. Woodsome said that a resident asked about the cable TV station playing meetings from last month but not playing the most recent meetings. Mr. Lowe reported that the cable station did change to a different system and there was a lag but this should be resolved. Selectman Woodsome asked Ms. Brandt if she has heard anything on the repairs to the dam gates. Ms. Brandt replied that she contacted the company and they said they didn't hear back from Public Works and assumed that the Town wanted to pass on the repairs. The company does not wish to put their crew in the water this time of year. If Public Works wants to remove the dam gates, the company will pick them up and repair and return them. Selectman Woodsome asked that the agenda reminders be for two weeks instead of one and noted that tomorrow's Planning Board meeting was not listed.

Selectman Abbott commented that Vimeo (video archive on the Town website) and Saco River Community Television have videos posted as the 11/22/11 and 11/29/11 meetings but these are the same video from 11/22/11. Selectman Woodsome stated that tonight's meeting can be viewed now on TV and asked when it is replayed on TV. Mr. Lowe responded that the replays are usually by the following weekend. Selectman Abbott asked when the meeting is available on Vimeo and Mr. Lowe replied they are usually up within 24 hours.

Administrator's Report: Ms. Brandt reported that she attended Maine Municipal Association's municipal budget workshop in Orono. It was very interesting and very good. "The basic of budgeting is the ability to predict future expenditures based on past experiences and future expectations." There were many suggestions for improving budget practices. They advised staying away from charts and showed examples of using the same information to make one chart appear the budget is flat, while another chart appears the budget is going up. Ms. Brandt provided samples of another town's budget detail and summary forms. Chairman Littlefield asked what other towns are using for software. Ms. Brandt said most use TRIO, a few use MUNIS and some use QuickBooks. The samples she provided are from Excel.

Ms. Brandt said that FEMA is going to be here this Thursday at 10 am to review the paperwork from Hurricane Irene. There are no other outstanding funds from other storms. The Transfer Station and the Library will be closed on 12/24 and 12/25. On 12/31 the Transfer Station will be open 9 am - 1 pm and the Library will be closed. Ms. Brandt said that there are 9 days until the start of budget season.

Selectman Woodsome commented that he has noticed other towns have decorations or displays for the holidays that really give a warm feeling. He would like to know if we could do something in the Taylor House area. Ms. Brandt said that they usually decorate at the Taylor House and that we used to put lights on the trees in front of Town Hall but the trees grew too tall. Chairman Littlefield said that Central Station is decorated. Selectman Gale said that you can't see the station very well unless you are on John Smith Way. Mr. DeAngelis said that the Waterboro Association of Businesses (WAB) is having a "Deck the House" holiday light contest this year and Mr. Lowe said there is a link on the town website for information. Later in the meeting Selectman Girard reported that she received an e-mail from Dianne Holden saying that the Taylor House has been decorated this year but they opted not to do lights because the wind has taken a toll on the trees and the lights in the past. The Historical Society is hosting a community bonfire this year on Saturday, January 7th at 3 pm at the Taylor House field and residents can leave their Christmas trees for the bonfire.

Selectman Girard remarked that a correction to the Road Committee's budget has not been made yet. Ms. Brandt said she does have the information and the correction will be done.

Code Enforcement Officer's Report: Patti Berry reported that since September, she has issued 28 building permits and 3 new house starts. There have been 8 new house starts since January. It has not been too busy with building but it has been busy with violations. Ms. Berry reported that there have not been any new violations since August and she reported on the current violations as follows:

- The garage on East Shore Road and the paper street issue has not been scheduled for court yet.
- The violation on West Shore Road has been brought into compliance to the satisfaction of the Town and DEP without having to go to court.
- The violation of an old consent agreement on Laddie Lane did get scheduled for court; however, their attorney is negotiating with the Town to bring this into compliance without the Town having to spend more on legal fees.
- The junkyard violation on Main Street continues to improve, although it is slow. Ms. Berry said that continued improvement over time is her goal for this and it is working.
- The Appeals Board heard an administrative appeal two weeks ago for a garage on East Shore Road. This was also heard a year ago. The Board has another meeting on Dec. 15th to adopt their findings and render a decision.
- There is a driveway violation off Webber Road that is a right-of-way/civil type of issue. They had appealed Ms. Berry's letter stating that they need to obtain a permit. This is in the shore land zone and they do need a permit with Planning Board approval. This has been an ongoing issue for 5 years. They have now withdrawn their appeal and are working towards coming into compliance.

- The Town recently replaced 2 failing septic systems located side by side on Northland Road that were installed during the same time period. The homeowners will repay the Town for over time for this.
- Ms. Berry is currently working on letters for the road name changes and she hopes to have these completed by next week with some help. The State will accept the changes. The Town's goal is to have the change go into effect on January 1st but the State may not be able to complete the work by then. Mr. Poisson's section of Ross Corner Road will not be included in the process. It was recommended that Mr. Poisson assign a name for his driveway but he has not contacted her yet about this. Ms. Berry will contact Mr. Poisson and follow up with him.

Town Clerk's Report: Yvette Murray reported on the following:

- There were 1,690 ballots cast with 224 absentee ballots at the November election.
- There is a need for a new ballot counting machine, the current one is 14 years old and is not functioning very well. Ms. Brandt indicated that she has contacted the State about the statewide machine replacement and they have not decided on a new machine yet. Ms. Murray said that the Town should plan to rent a machine in the meantime.
- Ms. Murray was very busy with a State voter registration sweep and she received over 370 cards to enter into the CVR along with 270 cards from Election Day. The incoming voting list and the absentee list is done.
- Other Clerk work is falling behind due to petitions. The American Election Party submitted 43 pages with about 700 signatures on Monday and these have to be verified within 5 days. Today she received 167 pages with 787 signatures to verify for the same sex marriage petitions that are due in January. She does get some help from Nancy Johnson. For the rest of the month, Sharon, Brenda or Nancy will be out on vacation.
- The State election will be June 12th and we have to set a date for the Town election.
- 2012 hunting and fishing licenses are available.
- Dog licenses are due and are coming in slowly. Ms. Murray said she has not had time to begin calling owners or sending out cards.
- Since January, there have been 58 marriages, 63 births and 62 deaths

Recreation Director's Report: Mike DeAngelis said they are having a great year and reported the following:

- They have taken care of all of the outside property in preparation for winter. They left one handicap accessible port a potty at the boat launch so the fishermen can use it. Field cleanups have been completed and everything is in great shape.
- The Funergy program remains full and is doing well.
- WAB is conducting a "Stuff the Bus" program for donations of food and toys and asked if the Town will help to promote this. The Rec. Department has been accepting donations.
- The last art class is tonight and there will be an Art Show next week at 7 pm with about 57 pieces of great art done by the kids. Another session of art classes starts on January 17th for adults.
- The basketball program is huge this year, as usual, and they have 12 teams. They are starting up a 7th & 8th grade basketball team that they were fortunate to be asked to join for kids not playing on the school teams. The Hoop meeting is tomorrow night at 6:30 for the coaches and they will lay out the winter schedule that will go through March.
- The Cheering program is going well with 15 girls ages 4-6.

- They had a trip to see a play 2-3 weeks ago that was a nice time and they have another one this Thursday night at Portland Stage Company.
- The last Senior luncheon of the year was at the beginning of November sponsored by WAB with about 55 people attending. This is a popular program and they served about 80 meals per month. They will ask for \$5.00 for each meal next year.
- There are openings on the Recreation Committee and if anyone is interested please come in to talk to Mr. DeAngelis.
- They managed the Legion Baseball program in Town and are looking into creating a junior league.
- Current revenues are \$6,000-\$7,000 higher than the same time last year. The revenue estimate at Town Meeting was for \$151,000 and we are trending above that.
- Todd Smith and Audra VanHouten have completed CPR and defibrillator certification training. They are looking into having a defibrillator machine installed in the building now that there is someone here that is certified to use it.

Chairman Littlefield asked Mr. DeAngelis about funding for the basketball program and he explained that the sports programs are self-funded through registration fees. Selectman Gale suggested contacting some of the users to see if they are interested in serving on the Recreation Committee.

Ms. Brandt said that the Town has 25 families seeking Christmas help and some of the previous sponsors are not donating this year. Mr. DeAngelis said he would speak with WAB about this. Selectman Gale remarked that the St. Stephen's food pantry is in need of donations as well and asked that people consider purchasing a couple of extra items at the grocery store each week to donate. Mr. DeAngelis said that the Fire Department has a giving tree and they have made some donations for this.

Old Home Days Committee's Report: Judith Cindy Durney reported that the Old Home Days Committee does not meet September – December. She reported in August after the July celebration and there is not a lot to report since then. The Committee will begin meeting again in January. They had a bus trip in November and raised \$802.50. It was very successful and a lot of fun. They have submitted their budget for next year and are requesting the same amount as last year. Ms. Durney said they are also looking for new Committee members.

NEW BUSINESS:

1. Discuss EMA Plan: Chairman Littlefield said that there have been several Board members with thoughts on this. Selectman Girard commented that the EMA Director, Pam L'Heureux attended a workshop recently. One of the things that came out of that meeting was a phone line that needed to get updated and this was going to be done the next day; however, she does not believe this has been done yet. The EMA Director is now away for a month and unfortunately, she has not been here during some major incidents. Selectman Girard commented that Neil Courtney previously recommended that EMA should fall under the Fire Department. We are getting ready to look at budgeting and maybe this is the time to look at moving the EMA budget under the direction of the Fire Department. The Fire Chief could be responsible for the budget and able to authorize any expenditures without having to rely on a volunteer. Selectman Girard suggested making the Fire Chief the EMA Director and he can appoint deputies under him to assist with the EMA duties. Selectman Girard recognized Ms. L'Heureux for the work that she has done. She knows Ms. L'Heureux cares but we have transitioned to a point where we need

someone that will be here in Town when there is an incident with the authority to expend funds. Selectman Gale agreed with Selectman Girard and said that Ms. L'Heureux is not always available as an operational director sometimes because of the amount of time she is away. Selectman Gale said that Ms. L'Heureux is very valuable to the Town because of the work that she does and her experience and he would like to see her involved in EMA as a consultant. He would like to see the Fire Chief as the EMA Director with a Deputy to assist him. Selectman Abbott said he would like to see a plan with input from the Fire Chief, Deputy Fire Chief and Ms. L'Heureux. Selectman Abbott said that he is frustrated that this hasn't been resolved. Selectman Woodsome agreed that this has to be addressed. Chairman Littlefield commented that Ms. L'Heureux is a valuable asset to the Town and in some sense it is unfortunate that she has become such an asset at the Federal level and has to travel so often for her work. He said that he does not wish to diminish her importance to the community but at the same time they need someone that is here in an operational aspect to deal with emergencies. Selectman Abbott said that these events are having a bigger impact today than in the past and part of it is due to the inability for utility companies and others to react. The Board asked that Ms. Brandt meet with the Fire Chief, Deputy Fire Chief and Ms. L'Heureux and report back in two weeks with a plan. Chairman Littlefield stressed that he would like Ms. L'Heureux to be involved.

2. Discuss/vote to approve the renewal of a Junkyard Permit for Danny Laskey:

Selectman Abbott moved to approve the renewal of a Junkyard Permit for Danny Laskey, seconded by Selectman Girard, voted and passed, **5 years**.

3. Discuss/vote to set the date of June 16, 2012 for the Annual Town Meeting:

Selectman Abbott moved to hold Municipal Elections on June 12, 2012 in conjunction with the June Primary Election and to hold the Annual Town Meeting on Saturday, June 16, 2012, seconded by Selectman Girard, voted and passed, **5 years**.

4. Discuss plans for employee/volunteer appreciation spaghetti dinner: Selectman Gale said that they plan to have poinsettias on the tables for decorations and these can be given away as door prizes. He has talked with Leo at Lakeside Market and they are making some real donations for this dinner. Selectman Gale is making the sauce and meatballs and there will be salad and garlic bread. Selectman Girard will make desert and Ms. Brandt is going to make a fruit punch. Selectman Gale said he will be at the station cooking most of the day and asked the other Selectman to arrive by 4 pm to help with set up. They are planning for 75 people to attend. Selectman Girard suggested having hot cocoa for the children.

5. Discuss Budget Planning Public Night: Selectman Abbott suggested that we have some charts to stimulate conversation. Selectman Girard said that the goal of this meeting is to listen to the public's feedback. Selectman Gale suggested a brief presentation on the overall financial health of the town and then to let the people talk about what they want. Selectman Girard commented that every Tuesday night, the public listens to the Selectmen and this is a chance for the Selectmen to listen to the public. Chairman Littlefield said that this will be an informal, open, living room type meeting.

OLD BUSINESS:

1. Discuss/vote to approve the audit: Selectman Abbott stated that Mr. Smith was going to add something to the audit to explain how the previous year's budget overage was dealt with and he expects to have this within the next week. He does not think we need to hold up accepting the audit for this. Selectman Gale moved to approve the audit as presented

and prepared by RHR Smith & Company, seconded by Selectman Abbott, voted and passed, **5 yeas**.

2. Discuss/vote on FEMA reimbursement and possible Special Town Meeting: this item was postponed.

OTHER:

1. Moved by Selectman Woodsome, seconded by Selectman Gale to sign warrants for bills and payroll, voted and passed, **5 yeas**.

2. Moved by Selectman Woodsome, seconded by Selectman Gale to accept the minutes of the 11/22/11 regular meeting and the 11/29/11 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: Ms. Silberman will follow up on this.
6. Economic Development Committee status: This will be changed to "Committee Status" to include all committees.
7. Water District survey: Ms. Silberman will follow up on this.
8. Water District office space lease: Ms. Brandt is still working on this

WEEK'S ACTION LIST:

1. Ms. Brandt will follow up on the EMA plan and report back in 2 weeks.
2. Selectman Woodsome will follow up on the Eagle Scout project.

DISCUSSION OF AGENDA ITEMS:

1. Review of the budget planning public night meeting

Chairman Littlefield read the reminders and encouraged people to consider donating to the Stuff the Buss campaign or St. Stephen's food pantry.

ADJOURNMENT: Selectman Girard moved to adjourn the meeting at 8:09 pm, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

SIGNED:

1. Warrants for bills & payroll
2. Minutes of 11/22/11 and 11/29/11
3. Junkyard permit for Danny Laskey

APPROVED: Date: _____
