

**SELECTMEN'S MEETING MINUTES**  
**January 31, 2012**

**PRESENT:** Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, Nancy Brandt, Roger Macomber, Christina Silberman & David Lowe.

**EXECUTIVE SESSION:** Selectman Girard moved to go into executive session per Title 1 M.R.S.A. §405 (6)(A) - to interview a committee applicant, seconded by Selectman Abbott, voted and passed, **4 yeas**. Selectman Abbott moved to come out of Executive Session, seconded by Selectman Girard, voted and passed, **4 yeas, 1 abstained (Woodsome, not present for entire executive session)**.

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

**ANNOUNCEMENTS:** Chairman Littlefield reported the passing of Tyler John Woodsome and extended sincere sympathies and heartfelt condolences to the family on behalf of the Board. Selectmen Woodsome thanked the EMTs, Rescue and Sheriff's Department for handling a very difficult situation with professionalism.

**HEARING OF DELEGATION:** Roger Macomber addressed the Selectmen on behalf of the Road Review Committee and requested that the Road Commissioner have an office at the town hall to allow for easier access to maps and records. Mr. Macomber indicated that he discussed this with the Road Commissioner, Doug Foglio, Sr., and he has no objections. It was determined that there is space available in the old town hall and the Board asked that Ms. Brandt work to facilitate this.

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

1. Treasurer's weekly financial reports
2. Time Warner Cable notice – new package available next month
3. Letter from Jensen Baird Gardner Henry re: new rates effective 7/1/12
4. Saco River Community Television 2012-13 budget amount
5. Rep. Libby's newsletter
6. Planning Board 2/1/12 agenda

**REPORTS: Selectmen's Report:** Selectman Girard reported that the York County Budget Advisory Committee met last Wednesday and the Committee voted unanimously not to change their recommended budget. The budget is now set for York County and is an increase of about \$92,000. This includes funding for the food pantry and a Sheriff's Deputy that was previously funded with grant money.

Selectman Woodsome said that he is still looking for ideas on ways to recognize veterans and would like to put something in the *Reporter* regarding this. The Board agreed this would be a good idea. Ms. Brandt said that there will be a

notice in the *Smart Shopper* about the Selectmen's next public night on February 9<sup>th</sup> to discuss ways to honor veterans and to provide information about town boards and committees.

Chairman Littlefield reported that Howe & Howe has purchased their building and are no longer leasing it. This is a nice indicator of their continued presence in the town. There is a closing on the property at the corner of Routes 5 & 202 where Heath's store is now. This will be the site of a Napa Auto Parts store and there will be activity there soon. This coincides nicely with a survey done by the Economic Development Committee that showed a desire for an auto parts store in town.

**Town Administrator's Report:** Ms. Brandt reported that she has been working on the budget. Bids are due February 17<sup>th</sup> at 6:00 pm for the Old Alfred Road drainage project. There are very strict guidelines for this and Tom Ursia, Town Planner, will follow through on the process. Ms. Brandt said that she is working on the LD1 override amount and will have it ready for the budget workshop on Thursday. Ms. Brandt reported with regret on the resignation of the Code Enforcement Officer Patti McKenna (formerly Patti Berry). Ms. McKenna's last day will be February 10<sup>th</sup>. Selectman Littlefield asked about the status of the Town Planner's contract. Ms. Brandt said that she will follow up on this and should have something for the Board to review in a couple of weeks.

#### **NEW BUSINESS:**

**1. Discuss changes to e-mail policy:** Selectman Girard recapped some information provided by Town Attorney Ken Cole about e-mail use by board and committee members for town related business at the Jan. 26<sup>th</sup> meeting. She raised concerns with use of personal e-mail for town business and suggested making changes to the internet and electronic mail policy. The Board agreed the policy should be updated. David Lowe, IT Director, shared information that he provides to board/committee members when an e-mail account is set up. Chairman Littlefield suggested that new board & committee members be provided with the e-mail policy when they come to be sworn in and sign that they have received it. Selectman Girard said she will work with Ms. Brandt to propose changes to the policy. Chairman Littlefield suggested that Mr. Lowe assist with the proposed changes also.

**2. Discuss meeting with the School Business Manager to address emptying the recycling bin at the Middle School:** Selectman Abbott said that he will work with Ms. Silberman to draft a letter to send to the School Business Manager to ask for a meeting with Clint Andrews (Transfer Station Manager), Nancy Brandt, and himself to discuss the recycling bin at the Middle School. The costs of having it emptied are currently paid by the town.

**3. Discuss/vote on committee appointments:** Selectman Girard moved to appoint Lynn Bilodeau and Linda Stapleton to the Library Board of Trustees, seconded by Selectmen Gale, voted and passed, **4 yeas, 1 abstained (Woodsome-not present for the executive sessions to meet with the applicants).**

## **OLD BUSINESS:**

**1. Discuss final plans for town report:** The Board has previously nominated Jon Tufts for the dedication of the annual town report. Selectman Abbott recalled a suggestion to recognize town staff in the town report and feels this would be a good thing to do this year also. Selectman Girard said that it would be nice to include pictures of department heads and boards & committees. Selectman Woodsome said that he would like to acknowledge employees' length of service. Ms. Brandt suggested including pictures of all employees. Selectman Abbott said there could be the picture of the Department Head with their section of the report and then a separate section to include the rest of the employees. Selectman Gale said that it would be nice to recognize the benchmarks in length of service, i.e. 5-10-15 years, for employees at a Selectmen's meeting each year and note these on the website. Selectman Abbott moved to dedicate the town report to the memory of Jon Tufts and include recognition of all town employees to be formatted so that administrative officers or person's providing a report will have their photo with the report and the balance of the employees will be recognized in a separate section, seconded by Selectman Girard, voted and passed, **5 yeas**. Chairman Littlefield asked if Ms. Silberman had looked at lulu.com as an option to have the report printed. Ms. Silberman said she looked at it quickly but has not obtained a price quote. Ms. Brandt reported that information for the report has been requested and the goal is to have everything ready to print by the end of February.

## **OTHER:**

1. Moved by Selectman Woodsome, seconded by Selectman Girard to sign warrants for bills and payroll, voted and passed, **5 yeas**.
2. Moved by Selectman Gale, seconded by Selectman Woodsome to accept the minutes of the 01/24/12 regular meeting and the 1/26/12 special meeting as written, voted and passed, **5 yeas**.

## **PENDING DECISIONS:**

1. Public Service Announcements: under way
2. Committee self-evaluations: completed
3. Work with Logan Circle residents on water runoff issue: The Road Commissioner has addressed the issue with the water runoff coming from Webber road. Selectman Girard continues to assist residents with the other water issue that is not an obligation of the town.
4. Review Driveway Opening Permit language: pending
5. Board & Committee status: Progress is being made on filling the vacancies. If anyone is interested in serving on a town board or committee, please contact the town office for information. The Selectmen are hosting a public night on February 9<sup>th</sup> to discuss boards and committees and ways to recognize veterans. Vacancies exist on the following boards & committees: Assessing Board of Review, Finance Cmte, Planning Board alternate, Fair Hearing Cmte, Parks & Recreation Cmte, Economic Development Cmte and the Public Safety Cmte.

- 6. Water District survey: approximately 1/3 of the surveys were returned and they will be forwarded to the Maine Rural Water Association to be compiled.
- 7. Water District office space lease: pending
- 8. Eagle Scout Project: pending

Chairman Littlefield read the reminders.

**ADJOURNMENT:** Selectman Woodsome moved to adjourn the meeting to conduct the 2<sup>nd</sup> quarter budget review at 7:05 pm, seconded by Selectman Gale, voted and passed, **5 yeas**.

**SIGNED:**

- 1. Warrants for bills & payroll
- 2. Minutes of 1/24/12 & 1/26/12

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

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