

SELECTMEN'S MEETING MINUTES

March 27, 2012

PRESENT: Chairman Littlefield, Selectmen: Woodsome & Gale, Nancy Brandt, Christina Silberman & David Lowe. Shawn Shoemaker and Jerry Daigle were present during reports.

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

ANNOUNCEMENTS: Chairman Littlefield extended sincere condolences on behalf of the Board to the family of Raymond Johnson who passed away recently. Chairman Littlefield also extended condolences on behalf of the Board to Town Planner Tom Ursia and his family on the loss of his father.

Chairman Littlefield congratulated the Waterboro Parks & Rec 8th grade boys' basketball team, a/k/a Maine Magic, for winning the basketball tournament in their division last weekend. They will be going to the State Championship this weekend. If they win this weekend they will go to the Nationals in Florida. Chairman Littlefield thanked the Parks & Rec department and the coaches and volunteers for their help with this program.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Littlefield reviewed the following correspondence:

1. Time Warner Cable's internal restructuring information and Federal Communication Commission Form 394
2. EcoMaine Neighborhood Recycling totals for January and year to date
3. Treasurer's Weekly Financial Reports
4. Assessors' Agent report
5. Time Warner Cable's withdrawal of abatement request
6. Rep. Libby's newsletter
7. **CONFIDENTIAL** Information from the Town Attorney regarding a lawsuit.

REPORTS: Selectmen's Report: Selectman Woodsome commented that the recycling rate is averaging 20% which is better than what it was a few years ago. This is one area where the citizens of Waterboro can impact the tax rate. By recycling more, the cost for disposing of trash will be reduced. Selectman Gale agreed and said there is room to do better. Chairman Littlefield said that there is signage now at the transfer station that shows how much money is being saved by the town due to recycling.

Town Administrator's Report: Ms. Brandt reported that last Thursday she met with the Road Commissioner, Road Review Committee Chairman, Chairman Littlefield and representatives of MDOT to review the condition of Old Alfred Road. They also looked at the Hamilton Rd. bridge and the West Rd. bridge. The Hamilton Rd. bridge is the responsibility of the town but the State will provide some suggestions for repairs. MDOT agreed that the West Rd. bridge is a serious problem and they will send inspectors to look at it and will follow up on this. Ms. Brandt said that she has been working with Town Attorney Pat Dunn on changes to the personnel policy. Ms. Dunn has provided her suggestions and she is reviewing them. Ms. Brandt said that a representative of Senator Susan Collins' office will be here on Thursday from 10am – 1

pm to meet with citizens with issues or concerns. Ms. Brandt reminded property owners that tax bills are due on April 6th. Selectman Woodsome asked if MDOT indicated what they would do with Old Alfred Rd. Ms. Brandt said that they walked the road and the Road Commissioner will meet with someone from the Scarborough MDOT office to review a list of issues. They do not feel that they are too far apart on what needs to be done before the town takes over responsibility for the road.

Selectman Gale asked if there was any additional information on the MDOT proposal for the intersection of Old Alfred Rd. and Route 5. Chairman Littlefield said that the Road Commissioner who told him that the State has developed a second plan. This would be to put in a small traffic island to separate the lanes and prevent traffic on Route 202 from cutting across in front of traffic on Old Alfred Rd. They would also put a stop sign (with a keep right sign on the opposite side) on the island as well as a stop across the road from the island. The State may look at moving the fire hydrant back further sometime in the future. Selectman Gale remarked that this shows that when there is a public hearing on something and people attend to share their ideas and concerns it does have an impact.

Code Enforcement Officer Hiring report: Chairman Littlefield reported that the Selection Committee has conducted interviews for the Code Enforcement Officer position. The Town Administrator is tabulating the results and will conduct preliminary background checks. They hope to have a decision within the next week and a half or so. Ms. Brandt said that there is a Code Enforcement Officer providing coverage for the town of Waterboro.

Saco River Corridor Commission: Shawn Shoemaker, Waterboro's representative to the Saco River Corridor Commission, provided an update. The Commission met in January and reviewed 5 items, one to replace a garage, several time extension requests and a request from the hydro dam company to install rubber bladders in the Hiram dam like they did for the Buxton dam. Mr. Shoemaker explained the difference between a regular dam and one with rubber bladders. The Commission meets again tomorrow night. There are six items on the agenda for unanimous consent for time extensions and 60% of the work that they do is requests for time extensions on permits. The Commission plans to discuss setting limits to the number of times a permit holder can request an extension. Some of the permit extension requests are more than 10 years old and the Commission has to review the application again each time an extension is requested. There are also a couple of requests on the agenda from people that want to put foundations in under their houses. Selectman Woodsome asked how far inland the Commission covers along the river and its tributaries. Mr. Shoemaker replied that he does not know but he will check and get back to him. The Board thanked Mr. Shoemaker for his report and he said he enjoys serving on the Commission and thanked the Board for appointing him.

Assessor's Agent: Assessor's Agent Jerry Daigle provided the following report:

- **FY2012 Supplemental Tax Billing:** There were 11 Supplemental Tax Bills approved and processed for FY2012, which were mailed during the last week of January, 2012. A second group of 11 Supplemental Tax Bills for FY2012 were processed and mailed during the second week of February, 2012. The total tax amount of supplemental assessments processed for FY2012 was \$29,993.17.

- **2012 Assessing Schedule:** The Assessing Schedule for 2012 was prepared in December and forwarded to the Board. The Assessing Schedule is the same format being used by former Assessing Agents.
- **Sales Analysis Return 2012:** Maine Revenue Services provides each municipality with property transactions that occurred during a one year period from 7/1/10 thru 4/30/11. They require assessors to furnish the current assessment value for each of the sales, along with special circumstances regarding sales data. During March, the state's appraiser inspects our assessing records and reviews sales information. The primary purpose of the Sales Analysis is to determine the State Valuation for Waterboro.
- **Personal Property Declaration Forms – 2012 (FY2013):** We prepared and mailed about 265 personal property forms two weeks ago to resident and non-resident business property owners who are required to file a return. State Statutes require personal property used in business to be filed with the Assessors in all Maine municipalities during the month of April each year. Waterboro's annual Assessors Notice was published in both local newspapers during the past week. April 1st. is the day that determines who is taxable and what the value of the property should be for the tax year.
- **Building Permits - FY2013:** This week we are beginning the process of reviewing building permits issued from April 1, 2011 through March 30, 2012. Each permit is reviewed to determine how it will affect value for FY13. Mr. Daigle said that new home construction is down and the number of permits is down also, as was expected.

Selectman Woodsome asked about the difference between the "circuit breaker" and the homestead exemption. Mr. Daigle replied that the "circuit breaker" is a State tax refund program that is based on income and is applied for yearly through the State. The homestead exemption provides a deduction of \$10,000 to the taxable property value, currently equivalent to about \$120. The owner has to have lived at the property as their primary residence for 12 months. Applications for the homestead exemption are available at the town office and on the website and only have to be submitted one time, unless the person moves and then they would have to apply for their new residence. If someone is unsure whether or not they have applied for a homestead exemption they should contact the town office.

NEW BUSINESS

- 1. Discuss traffic/crosswalk signs and signals:** This item has been postponed until next week.
- 2. Discuss progress in hiring a Code Enforcement Officer:** This item was reported on during reports after the Town Administrator's report.
- 3. Discuss/vote to accept the resignation of a member of the Finance Committee:** Selectman Gale moved to accept the resignation of Dave Williams from the Finance Committee with regret and appreciation for his service, seconded by Selectman Woodsome, voted and passed, **3 yeas**.
- 4. Discuss/vote to approve an agreement to issue an "Over Limit Permit" for construction equipment for Maine Department of Transportation Project No. NH_1829(600)X for a hot mix overlay on a portion of Route 5:** Selectman Gale

moved to approve the agreement, seconded by Selectman Woodsome, voted and passed **2 yeas, 1 nay (Woodsome)**.

OLD BUSINESS: None

OTHER:

- 1. Moved by Selectman Woodsome, seconded by Selectman Gale to sign warrants for bills and payroll, voted and passed, **3 yeas**.
- 2. Moved by Selectman Gale, seconded by Selectman Woodsome to accept the minutes of the 3/20/12 regular meeting as written, voted and passed, **3 yeas**.

PENDING DECISIONS

- 1. **Public Service Announcements**
- 2. **Review Driveway Opening Permit language**
- 3. **Board & Committee status**
- 4. **Water District survey**
- 5. **Water District office space lease**
- 6. **Eagle Scout Project**
- 7. **Internet and Electronic Mail Policy revisions**

WEEK’S ACTION LIST:

- 1. Send signed agreement to MDOT

DISCUSSION OF AGENDA ITEMS:

- 1. Discuss traffic/crosswalk signs and signals
- 2. Provide an update on the Code Enforcement Officer position
- 3. Discuss the purchase/bidding policy

ADJOURNMENT: Selectman Gale moved to adjourn the meeting at 7:20 pm, seconded by Selectman Woodsome, voted and passed, **3 yeas**.

SIGNED:

- 1. Warrants for bills & payroll
- 2. Minutes of 3/20/12
- 3. Partial payment waiver authorization

APPROVED: Date: _____
