

SELECTMEN'S MEETING MINUTES
May 8, 2012

EXECUTIVE SESSION 5:00 pm: Selectman Girard moved to go into executive session at 5:14 pm per Title 1 M.R.S.A. §405 (6)(A) to discuss a personnel matter, seconded by Selectman Abbott, voted and passed, **5 yeas**. Selectman Abbott moved to come out of executive session at 5:37 pm, seconded by Selectman Girard, voted and passed, **5 yeas**.

PRESENT: Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, Nancy Brandt, Tammy Wells, Brigit McCallum, Jack Seery, Christina Silberman & David Lowe.

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

ANNOUNCEMENTS: Selectman Gale announced that the first public service presentation for the Fire Department is complete and available to be viewed.

APPOINTMENTS: None

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Littlefield reviewed the following correspondence:

1. Treasurer's Weekly Financial Reports
2. Rep. Libby's newsletter
3. Letter from Sanford Regional Communications Center re: 2010 Census population figure and invoice adjustment

REPORTS: Selectmen: None

Town Administrator: Ms. Brandt reported that Rep. Libby notified her that the State "Open for Business" program applications will be reviewed beginning tomorrow. Ms. Brandt said that the Charter Review Commission would like the Selectmen to attend their meeting on May 21st. The Commission has completed their recommendations and would like feedback from the Selectmen prior to submitting them to the attorney. They hope to have a flyer available at the Annual Town Meeting and posted on the website. Ms. Brandt said that Wright Pierce is scheduled to start the topographic survey on Old Alfred Road for the drainage project this week, weather permitting. They will be sending out initial utility letters this week and there is a public hearing scheduled at the Selectmen's May 22nd meeting. Selectman Girard said that she heard that some citizens may think the town is putting in sidewalks on Old Alfred Road but this was defeated at referendum. Even though the town applied for the Safe Routes to School grant money, it is not for a sidewalk but for engineering work that will benefit the town by addressing drainage issues. Ms. Brandt displayed a "drug free zone" sign that the Parks & Rec Director has received and said that these will be put up soon.

Librarian & Library Board of Trustees: Brigit McCallum reported the following on behalf of the Librarian and the Library Board of Trustees:

- Librarian Ruth Blake is still out on medical leave and is waiting to meet with a surgeon regarding a disk in her neck that needs repair. The Library staff has been doing a fantastic job covering for Ms. Blake.
- Jillian Keith, part time library staff person, ran a read-a-thon with 44 children signing up and 32 actively participating. They collectively read over 600 books in a 30 day period.

- Story hour on Wednesday mornings has grown with as many as 24 children attending. The Library received 10 more chairs from the Cousins School in Lyman that were in storage and not being used. Ms. Keith and Heidi Libby have been covering the story hours.
- The newly active Library Board of Trustees is doing well. They had a flowerpot painting craft session in April with 22 children participating. There is a tie-dyeing workshop Saturday, May 12th from 10am-2pm. Participants are asked to sign up in advance and will need to bring a light colored or white t-shirt. Another workshop will be held on June 16th from 10am-noon to make dream catchers.
- Friends of Waterboro Public Library held a silent auction that raised over \$200.00 for e-books. E-books are becoming increasingly popular and Ms. McCallum asked if there is anyone proficient with e-readers to please contact her. She would like to set up an adult workshop to help people learn how to use e-readers and would like someone to show her how to use them. Selectman Girard said that she is familiar with e-readers and will make plans to meet with Ms. McCallum.
- The adult book club met once in March and will meet again in May.
- Many people are using the computers for job searches, online courses, e-mail and lots of people are using the WIFI.
- New air conditioners have been purchased and installed and new ceiling fans have been purchased and are waiting to be installed. People are commenting on how bright it is now at the Library thanks to the new windows.
- Ms. McCallum said she hopes some initial painting work can begin prior to July 1st.

Ms. McCallum said that there will not be a new library so they are finding new ways to do the best they can do with what they have and they appreciate the Selectmen helping them to be the best that they can be. The Board thanked Ms. McCallum

Friends of Waterboro Public Library: Jack Seery reported that things have been very quiet for the Friends.

Selectman Gale moved to add an item not on the agenda as New Business #7 to discuss/vote to set a date for an executive session for a personnel matter, seconded by Selectman Girard, voted and passed, **5 yeas**.

NEW BUSINESS:

1. Discuss/vote to approve renewal of a restaurant liquor license for Asian Taste:

Selectman Girard moved to approve renewal of a restaurant liquor license for Asian Taste, seconded by Selectman Gale, voted and passed, **5 yeas**.

- 2. Discuss paving the Library parking lot:** The Board reviewed a quote to pave the Library parking lot at a cost of \$10,000. Ms. Brandt said that the Road Commissioner thinks there will be enough to cover this in the paving budget. Selectman Woodsome asked if the parking lot could be redesigned and made smaller and more efficient. Ms. McCallum agreed that the parking lot does not have to be as large as it is currently, especially if the spaces are marked. Mr. Seery said that the Code Enforcement Officer can tell how many parking spaces are required. Selectman Girard moved to postpone action on this item and ask the Road Commissioner, Town Planner, Code Enforcement Officer and the Librarian to determine the number of parking spaces needed and come back with a potential design, seconded by Selectman Abbott, voted and passed, **5 yeas**.

- 3. Discuss Transfer Station/Recycling Committee meeting location:** Selectman Abbott suggested that the Transfer Station/Recycling Committee meet in the 2nd floor meeting room that is also used for Road Review Committee meetings. Nancy Roberge is the Secretary to both Committees and it makes sense to use the same meeting room. If there are any public accessibility issues, the meeting can be moved to the first floor. Selectman Abbott moved to allow the transfer Station/Recycling Committee to also use the 2nd floor meeting room currently used by the Road Review Committee, seconded by Selectmen Woodsome, voted and passed, **5 years**.
- 4. Discuss improvements at the intersection of Route 202 and Old Alfred Road as a Maine Department of Transportation's Municipal Request Candidate Project:** Selectman Girard said that Old Alfred Road is still owned by the State, the Town has not taken it over, and if the State recognizes that the intersection is a problem then they should be responsible for it. Selectman Abbott said that there doesn't seem to be any action on if the State is going to make any improvements to the road before the town takes it over. Ms. Brandt said that the Road Commissioner met with DOT last week. The issue with the improvement plan was that additional width was needed on the North side of Old Alfred Road and the amount budgeted was not enough to cover widening the road so the State decided to cancel the project. Selectman Girard read a portion of the State law pertaining to roads being transferred to municipalities stipulating that the road has to be in good condition. The Board will ask the Road Commissioner to attend the Selectmen's meeting next week to discuss Old Alfred Road. Selectman Abbott moved to postpone further discussion on the town presenting a transportation project request for 2014-2015, seconded by Selectman Girard, voted and passed, **5 years**.
- 5. Discuss/vote to install a barrier at the public beach to prevent motor vehicles from driving across the filtration system:** Chairman Littlefield explained that there is an issue with vehicles driving on the public beach and showed photos. This could cause damage to the filtration system that was installed at the beach with State grant money. He suggested installing barriers. Selectman Girard agreed that it would be a wise move and said we would need to know the cost and where this would come from in the budget. Selectman Gale wondered if there would be any grant money available for this. Selectman Girard said that there is \$30,000 in the conservation account and now that the Conservation Commission is back this would be a great project. Selectman Girard said that she is the liaison to the Conservation Commission and will work on having them schedule a meeting to discuss this.
- 6. Discuss/vote on the D & E Rubbish Removal contract extension:** Selectman Abbott moved to approve the D & E Rubbish Removal contract extension with the revisions as presented, seconded by Selectman Gale, voted and passed, **5 years**.
- 7. Discuss/vote to set a date for an executive session for a personnel matter:** Selectman Girard moved to set the date for an executive session for a personnel matter for May 22, 2012 at 5 pm unless the person involved wishes to have it public, seconded by Selectman Gale, voted and passed, **5 years**.

OLD BUSINESS:

- 1. Discuss/Vote to amend the Bylaws of the Board of Selectmen relative to the agenda format.** Selectman Girard moved to amend the bylaws so that "Reports" becomes "Reports & Staff Initiatives" and business involving an employee of the town coming in, after having been approved to be on the agenda, will fall under "Reports &

Staff Initiatives” and all discussion and votes will fall under this section, seconded by Selectman Abbott, voted and passed, **4 yeas, 1 nay (Gale).**

OTHER:

- 1. Moved by Selectman Woodsome to sign warrants for bills and payroll, seconded by Selectman Abbott, voted and passed, **5 yeas.**
- 2. Moved by Selectman Woodsome to accept the minutes of the 4/24/12 regular meeting as written, seconded by Selectman Abbott, voted and passed, **4 yeas, 1 abstained (Gale-not present).**
- 3. Moved by Selectman Abbott to accept the minutes of the 5/01/12 regular meeting as amended, seconded by Selectman Woodsome, voted and passed, **3 yeas, 2 abstained (Girard & Littlefield-not present).**

PENDING DECISIONS

- 1. **Public Service Announcements:** Project 1 is completed and available to view
- 2. **Review Driveway Opening Permit language:** Selectman Girard needs to meet with the Road Commissioner on this
- 3. **Board & Committee status:** Chairman Littlefield reviewed the following vacancies and asked interested citizens to visit the town office for more information: Fair Hearing Cmte -2, Hiring Panel-4, Zoning Board of Appeals-1, 20/20 Master Planning Cmte-2, Finance Cmte-2, Planning Board-1 alternate, Parks and Rec. Cmte-3, Conservation Commission-2, Economic Development Cmte -7, Public Safety Cmte -9
- 4. **Water District office space lease:** Awaiting the Water District’s approval
- 5. **Internet and Electronic Mail Policy revisions:** Selectman Girard will provide input to the Town Administrator

WEEK’S ACTION LIST:

DISCUSSION OF AGENDA ITEMS:

- Schedule a public report on the General Assistance audit
- Schedule an executive session with General Assistance to discuss cases
- Schedule the Road Commissioner to report on Old Alfred Road

ADJOURNMENT: Selectman Girard moved to adjourn the meeting at 7:37 pm, seconded by Selectman Gale, voted and passed, **5 yeas.**

SIGNED:

- 1. Warrants for bills & payroll
- 2. Minutes of 4/24/12 & 5/1/12
- 3. D & E contract extension

APPROVED: Date: _____
