

SELECTMEN'S MEETING MINUTES
May 15, 2012

EXECUTIVE SESSION-5:30 PM: Selectman Girard moved to go into executive session at 5:30 pm per Title 1 M.R.S.A. §405 (6)(F) – to conduct a review of General Assistance cases, seconded by Selectman Abbott, voted and passed, **4 years**. Selectman Woodsome arrived at 5:32 pm. Selectman Abbott moved to come out of executive session at 6:02 pm, seconded by Selectman Girard, voted and passed, **5 years**.

PRESENT: Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, Nancy Brandt, Ruth Blake, Brigit McCallum, Jack Seery, Mark Mitchell, Roger Macomber, Eric & Carrie Jacobsen, Brenda Roberge, Jake Roberge, Nancy Roberge, Tammy Wells, Tom Ursia, Christina Silberman & David Lowe. Nancy Johnson was present during the General Assistance discussion.

Chairman Littlefield opened the meeting at 6:06 pm with the Pledge of Allegiance and apologized for the late start due to the Board's prior executive session to review General Assistance cases.

PUBLIC HEARING: Chairman Littlefield opened the public hearing to consider approval of a new liquor license for Lee's Family Restaurant. There were no comments. Chairman Littlefield closed the public hearing.

ANNOUNCEMENTS: Chairman Littlefield announced that there will be a fundraiser at Sanford Country Club Golf Course on June 9th for the 8th grade boys' basketball trip to Florida to compete at the AAU Division 2 National Championship.

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. Motor Vehicle Agents April 2012 report
4. Ecomaine April 2012 recycling reports
5. **CONFIDENTIAL** – correspondence from the Town Attorney re: a Consent Judgment

REPORTS & STAFF INITIATIVES

1. **Contract Deputy:** This report was postponed

2. **Fire Dept/EMA:** This report was postponed

3. **General Assistance – to discuss results of the audit conducted by the State:**

Nancy Johnson, Welfare Director, reported that Jerry Biron of the State Department of Health and Human Services (DHHS) visited the town on April 27th to conduct an audit of General Assistance. Mr. Biron suggested the following:

- Issue 50 gallons of oil for fuel assistance instead of 100 gallons - Ms. Johnson said there are some cases where this will work and some where this will not work
- If an applicant has a part time job, they can be required to seek an additional part time job
- Additional phone lines to DHHS have been added to call and verify income

- DHHS has emergency funds available for people facing an eviction and applicants should be instructed to go to DHHS first to apply for this before coming to the town
- Ms. Johnson was using the incorrect line on the application to calculate work related expenses; however, the outcome was not affected by this
- Be watchful of receipts for repeat applicants to see if they are stocking up or selling items, also be watchful of air freshener purchases as this could be a sign of drug use
- Make sure to complete narratives regarding decisions, as is currently done, especially if exceeding the maximums due to an emergency
- Use the gray column on the application, even for repeat applicants, so that someone that may be covering for Ms. Johnson will have the current information
- Consider creating a fuel assistance fund by asking for a donation on the property tax bills
- The Board can consider providing a different phone number, such as the Fire Dept., as the after-hours emergency contact. The Fire Dept. could then contact Ms. Johnson to have her call the person instead of having the Chairman of the Board of Selectmen's phone number listed

The Board thanked Ms. Johnson for the information.

4. Code Enforcement Officer-to discuss/vote to approve a consent order for 150

Straw Mill Brook Road, tax map 4, lot 15B: Selectman Girard introduced the new Code Enforcement Officer, Mark Mitchell. Mr. Mitchell explained his background and said he is really glad to be in Waterboro and things are going great. Mr. Mitchell explained the item and said it is an agreement for penalty in lieu of legal action. Selectman Girard moved to approve the consent order with a penalty of \$50.00, seconded by Selectman Gale, voted and passed, **5 yeas.**

5. Code Enforcement Officer-to discuss the Library parking lot: CEO Mitchell said that he met with the Road Commissioner at the library and viewed the parking lot. They agreed that the size of the parking lot should stay the same. Mr. Mitchell said that the quote for \$10,000 to pave the parking lot is a good deal at an exceptional price. Selectman Girard moved to act on the proposal given last week with the funds coming from the Road Commissioner's budget, seconded by Selectman Gale voted and passed, **5 yeas.**

6. Road Commissioner – to discuss the transfer of responsibility for Old Alfred

Road: The Road Commissioner was unable to come tonight. Chairman Littlefield reviewed a letter from Maine Department of Transportation (MDOT) about the issues with the road that they will address. Selectman Girard would like to compare MDOT's list to the Road Commissioner's list. Roger Macomber expressed concern with truck traffic and said that the Road Review Committee would like to set up traffic counters on Old Alfred Rd and on Townhouse Rd to see how much truck traffic there is.

7. Selectmen's Reports: Selectman Woodsome commented that the flags along Route 5 look very good. Selectman Girard encouraged the Board to attend the 12 Town meeting on Monday and said that the County Manager will be present to talk about the County's financial situation, plans within County government, and will be prepared for tough questions. This should be a great meeting. Selectman Gale pointed out that there is a Charter Review Commission meeting that evening at 7 pm and the Board has been asked to attend. Selectman Abbott said that there will be a special meeting on Thursday at Ecomaine that he hopes to attend to appoint a member to the Executive Board.

8. Town Administrator's Report: Ms. Brandt reported that the State "Open for Business" program applications have been reviewed and recommendations have been made to the Governor's office. There should be an announcement made within 7-10 days. Rep. Libby indicated to Ms. Brandt that the State is impressed with Waterboro's application. Ms. Brandt said that they have started cleaning out records that are stored in the 2nd floor front meeting room in the old town hall. 20+ boxes were sent for shredding and there is quite a bit more to go through. The Finance Committee is ready to meet with the Selectmen to review the warrant and discuss their budget recommendations. Ms. Brandt said that the deadline for the Selectmen to sign the warrant for Town Meeting is May 29th. Absentee ballots are available and the deadline to vote by absentee ballot is Thursday, June 7th. We will need 25 voters to open the polls for the Municipal Election on June 12th. The last day of school is June 11th so there may not be teachers available to help reach the 25 required voters to open the polls.

NEW BUSINESS:

1. Discuss/vote to approve a new liquor license for Lee's Family Restaurant:

Selectman Gale moved to approve a malt and vinous liquor license for Lee's Family Restaurant, seconded by Selectman Girard. Selectman Girard noted that the Fire Marshall, Lt. Fraser, recommends approving the license pending issuance of an occupancy permit because the business is not yet completed. Selectman Abbott said that the business cannot open without an occupancy permit anyway. The applicant, Eric Jacobsen, explained that they are trying to get everything lined up in order to open in July. Selectman Abbott noted that the application was marked "malt" only and "vinous" also needs to be checked if they intend to serve beer and wine. The motion was voted and passed, **5 years**.

2. Discuss/vote to approve the new Mission Statement of the Road Review

Committee: Selectman Abbott moved to approve the new Mission Statement of the Road Review Committee, seconded by Selectman Girard, voted and passed, **5 years**.

3. Discuss/vote to reschedule the May 22nd executive session regarding a personnel

matter: Selectman Girard moved to reschedule the May 22nd executive session regarding a personnel matter to May 29th at 5 pm, seconded by Selectman Abbott, voted and passed, **5 years**.

4. Discuss/vote to sign a revised quitclaim deed as requested by an attorney that

was approved at the May 1, 2012 Selectmen's meeting: Selectman Abbott moved to sign the revised quitclaim deed, seconded by Selectman Gale, voted and passed, **5 years**.

OLD BUSINESS: None

OTHER:

1. Moved by Selectman Girard to sign warrants for bills and payroll, seconded by Selectman Abbott, voted and passed, **5 years**.

2. Moved by Selectman Woodsome to accept the minutes of the 5/08/12 regular meeting as written, seconded by Selectman Abbott, voted and passed, **5 years**.

PENDING DECISIONS

1. Public Service Announcements: Project 1 is now complete and it is OK to start showing it

2. Review Driveway Opening Permit language

3. Board & Committee status: Vacancies still exist on some Boards. Letters are being prepared for members with expiring terms to see if they are interested in being reappointed. A meeting of the Conservation Commission has been scheduled for June, 7th at 6 pm.

4. Water District office space lease: Waiting for a signed agreement from the Water District

5. Internet and Electronic Mail Policy revisions: Selectmen Girard will provide input

6. Barriers to prohibit vehicles from driving on the public beach: Selectman Abbott suggested that the Parks & Rec. Director put up some sort of temporary barrier to prevent vehicles from driving on the beach.

Chairman Littlefield reviewed the reminders

WEEK'S ACTION LIST

- Set a date for the Selectmen to meet with the Finance committee.
- Ask the Parks & Rec. Director to look into a temporary barrier at the beach.

Selectman Girard commended the Old Home Days Committee for the fundraiser trip to Foxwoods on Saturday. It was a wonderful, well organized event and a job well done.

ADJOURNMENT: Selectman Abbott moved to adjourn the meeting at 7:20 pm, seconded by Selectman Girard, voted and passed, **5 yeas.**

SIGNED:

1. Warrants for bills & payroll
2. Minutes of 5/8/12

APPROVED: Date: _____
