

SELECTMEN'S MEETING MINUTES OCTOBER 2, 2012

5:30 pm Executive Session: Selectman Woodsome moved to go into executive session per Title 1 M.R.S.A. § 405(6)(A) to discuss the Town Administrator's performance review at 5:37 pm, seconded by Selectman Gale, voted and passed, **5 yeas**. Selectman Woodsome moved to come out of executive session at 5:54 pm, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

PRESENT: Chairman Abbott, Selectmen: Gale, Girard, Littlefield & Woodsome, Dwayne Prescott, Doug Foglio, Jr., Andy Cote, Tim Neill, Tom Ursia, Jerry Daigle, Shawn Shoemaker, James Triance, Rep. Aaron Libby, Christina Silberman-Administrative Assistant & David Lowe-IT Manager. Doug Foglio, Sr.-Road Commissioner arrived during Reports & Staff Initiatives. Nancy Brandt-Town Administrator joined the meeting during new business item #3.

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

ANNOUNCEMENTS: Chairman Abbott made the following announcements: The public boat launch remains closed. Most, if not all, of the repairs are complete. The new planks are in and there are some left that could not be put in with the equipment that we have. The lake is drawn down significantly lower than in the past. We are waiting to have the dam gates repaired and reinstalled. The cost of additional repairs to the dam has to be determined. The first half payment for property tax is due Friday, Oct. 5th.

Selectman Littlefield clarified that he is not the same Littlefield that is running for State Senate.

Chairman Abbott also announced that a Candidates' Night for State Senate and State House of Representatives is scheduled here this Thursday, October 4th at 7 pm. There is a link on the Town's website to submit questions for the candidates.

APPOINTMENTS:

1. Foglio, Inc.: Discuss/vote on proposed snowplow contract changes: Doug Foglio, Jr. of Foglio, Inc. explained the requested changes to the snowplow contract. Selectman Girard moved to approve the request for the Old Alfred Road rate of an additional \$1,100 per mile, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

2. Rep. Aaron Libby: Discuss Old Alfred Rd.: This item was postponed.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

1. Treasurer's Weekly Financial Reports
2. Rep. Libby's newsletter
3. List of Board and Committee vacancies
4. 9/13/12 Zoning Board of Appeals Decision
5. Assessors' Agent October calendar

6. Planning Board 10/3/12 meeting agenda

REPORTS & STAFF INITIATIVES:

1. Assessors' Agent Report: Assessors' Agent Jerry Daigle gave the following report: **2012 Tax Maps:** The tax maps are in the process of being updated by Sebago Technics. They should be completed by the end of this month. Deeds that divide properties are called "splits" and the maps must be corrected to reflect these changes each year. This year we have about 20 of these type deeds plus an additional 24 or so misc. map corrections. The new Wellhead Protection Zone will also need to be shown on the town maps.

FY2013 Tax Bills: We mailed 4191 envelopes, after the 2013 tax bills were combined, for mailing on September 7th. Since then, the Assessors' Office has received approximately 4 dozen calls from taxpayers in Waterboro and non-residents alike. Approximately 20% of the callers were out-of-staters.

Tree Growth Tax Law Report – 2012: The annual Tree Growth Report is due to be completed and returned to the Maine Forest Service no later than October 12, 2012. We have about 60 properties in the Maine Tree Growth Program.

Sales Analysis Return -2013: Maine Revenue Services has forwarded the 2013 Sales Analyses Return that needs to be completed and returned before April, 2013. The Report contains transactions recorded in Waterboro from July, 2012 through June, 2013. The information is used by MRS in conjunction with the 2014 State Valuation. An inspection of our assessing records and sales will be performed by MRS next spring.

- **Discuss/vote on Abatement requests #s 13-01, 13-02, 13-03, 13-04, 13-05, 13-06, 13-07, 13-08 & 13-09:** Selectman Girard moved to approve abatements 13-01 through 13-09, seconded by Selectman Woodsome, voted and passed, **5 yeas**.
- **Discuss/vote on the Assessors' Agent's denial of an abatement request for 68 Bernier Lane:** Selectman Girard moved to deny the abatement request as recommended by the Assessors' Agent, seconded by Selectman Woodsome, voted and passed, **5 yeas**.
- **Discuss requests for property valuation reductions:** Chairman Abbott explained that the real estate market is not what it used to be. Our (tax) base is predicated on a 2007 reappraisal of the entire town. We know that we are, in a number of cases, over appraised but we are within the limits allowed by State law. If we reduce the valuations based on the market, the mil rate will go up. No one would save a dollar. The Town still has to raise the same amount of money and the mil rate would have to go up to accommodate that. Selectman Woodsome asked if a revaluation and an increase in the mil rate would reduce the number of abatement requests received. Chairman Abbott said it would be something that we would have to look at, if the cost of a revaluation would be worth it. This isn't something we can do right now because the tax rate has been set but we could look at it for next year.

2. Planning Board: Planning Board member Andy Cote introduced the Planning Board's newest member, Dwayne Prescott and said they are still one member short. Mr. Cote reported that there have not been a lot of applications before the Planning Board. Most of what they've had have been conditional use applications for remodeling or camp permits. They approved a small business complex that Victor Wright is building on Route 202. They have been working on the growth ordinance and have

sent a draft of the changes to the Town Attorney. The changes resolve a lot of the issues we have had and simplifies the ordinance. These permits would expire with the building permit. The next thing the Planning Board will work on is cisterns. There has been discussion about this and they realize there is an issue with maintenance of these. Mr. Cote said that there isn't anything they can do about the current cisterns and this will fall on the Selectmen's shoulders. They want to work with the Fire Dept. to establish some type of ordinance to protect the Town and ensure there is a maintenance schedule for cisterns to ensure that they function properly. Mr. Cote said they also worked on bonding for subdivisions. Selectman Woodsome commended the Planning Board for their work and said they are the best organized and more efficient than he has seen in some time.

3. Zoning Board of Appeals: Zoning Board of Appeals member Shawn Shoemaker reported that it has been fairly quiet. They had a meeting last month for an administrative appeal of a permit that was issued by Code Enforcement for construction of a garage and the abutters appealed it. The Zoning Board voted not to hear the appeal because it was not filed in a timely manner. Mr. Shoemaker said this may come back again and it has been an ongoing issue. Chairman Abbott mentioned that they are looking for one more member on the Zoning Board of Appeals if anyone is interested.

4. Town Planner: Town Planner, Tom Ursia, said that they have begun work in earnest on the capital improvement plan. This should be completed by Thanksgiving for the Selectmen to review. Mr. Ursia said that if the Selectmen see any capital projects that they feel should be incorporated to let him know. We are coming to closure on the Safe Routes to Schools grant and the preliminary drawings have been completed. The State is reviewing the preliminary plans and Mr. Ursia hopes everything will be completed by the end of the year. Mr. Ursia said he is looking for grant opportunities to help support the Community Garden and most of these types of grant opportunities have been granted for this year. He will be meeting with the Community Garden Committee to let them know what grant opportunities to look for next year. There is an opportunity to partner with the University of Maine to access funds to update municipal tax maps. Our maps have some inaccuracies that need to be updated and these would be GIS compatible and would fit well with the work of the 20/20 Master Planning Committee's work. The preliminary draft of the contract and Memorandum of Understanding for the Sewall Company has been done. The Town is going to be the beneficiary of a wonderful project and some great map work. The contract will be sent for review to the Town Attorney. Mr. Ursia said that the 20/20 Committee wants to ensure that when they finish the project with the Conway School on the 4 conceptualizations of the villages that it will not become just a document. They are planning to set up some listing sessions in 4 locations and Biddeford Savings Bank has donated \$1,000 for the Committee to use to set up these sessions. They will hold these on Saturdays. The former Doors North complex is being revamped and the new business will be called Northport Wood Products. This is a new niche manufacturing facility and there is a good indication that it will add a significant number of new jobs over the next two years. Mr. Ursia said that there is a growing interest in new business. He has had 3 inquiries for day care centers, an undisclosed national franchise, a vehicle repair garage, a discount grocery store and a seasonal campground. Mr. Ursia said there will be a hotel site and marketing researcher that will explore the community over the next month and

he is meeting next week with a myriad of people in the hospitality industry. Mr. Ursia said the staff is making a strong effort to set up a better communications. One thing they have started to do is to have weekly meetings with him, the Code Enforcement Officer, the Planning Board Secretary and the Assessors' Agent to compare notes and communicate. Chairman Abbott asked about a study in Windham that showed how much (retail) business was being done elsewhere and if this is something Waterboro should consider. Mr. Ursia replied that this is something that we should address. There are three ways to do this, one-have staff work on it, two-look to academia such as graduate schools or three-hire a consultant and he suggested a combination of staff and graduate school.

5. Road Commissioner: Road Commissioner Doug Foglio, Sr. asked if the Board has seen the boat launch and they replied yes. Mr. Foglio said he has laid as many planks as he can and said if the Board wants more planks, we will have to hire a crane. Owens from Sebago Technics has looked at it and said it is within the scope of what was applied for. The Board agreed that the current length of the boat launch is good. Mr. Foglio said that the Board never gave him an answer about putting in the curb (at the boat launch) to divert the water. The Board asked Mr. Foglio to give them the cost to put in the curb and where the funds would come from. Mr. Foglio said they have 2 six foot culverts at the town garage. They need a new culvert on New Dam Rd. and he would like to use the 2 culverts he has and then buy one more section. Next week the roads are going to be striped. The dam is down 32.5 inches and the man is going to pick up the gates tomorrow. He will be meeting with Knowles about the dam repairs. Selectman Girard asked about the street sign order. Mr. Foglio said he has to work out the order. Chairman Abbott asked about the meeting on Old Alfred Road with Rep. Libby and DOT. Mr. Foglio said they will be meeting next Tuesday night. Rep. Libby confirmed this and said that he has spoken with the regional MDOT office and they indicated that they have done more work to the road than they planned and they feel the road will last 7 – 10 years. Selectman Girard said that the Chairman of the Road Review Committee spoke with the contractor that did the work on the road and there is less than 1 inch of pavement that was added. Rep. Libby said he was told it was 5/8 of an inch. Selectman Girard added that even though there is dissatisfaction with the work, this is not the fault of the contractor. This is what the State ordered. Mr. Foglio stated that there will be legislation proposed to define the standard for a road being turned over from the State to a municipality.

6. Selectmen's reports: Selectman Girard announced that October is Domestic Violence Awareness month. It is a big issue in the State of Maine and in York County alone there are over 8,000 victims annually. There is a lot of work being done at the State level to raise awareness of domestic violence. There will be a number of events this month, check the Caring Unlimited website, www.caring-unlimited.org, for more information. People that know of violent homes can offer support and let people know there is help available.

Selectman Gale reported that the Community Garden Committee will meet on Saturday morning to remove the large rocks from the cleared land.

NEW BUSINESS:

1. Discuss/vote on two poverty abatement requests: Selectman Girard moved to deny the poverty abatement request on the multi owner property based on the fact that there was not enough information provided by all of the owners of the property to allow the Board to make a proper decision, seconded by Selectman Gale, voted and passed, **5 yeas**. Selectman Girard moved to deny the request for abatement on the foreclosure based on the fact that they are in the process of going through the foreclosure process and there may be some relief to the Town through that means, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

2. Discuss plan to address cistern maintenance: Chairman Abbott said that this will come under the budgeting process as we move forward. The Fire Chief will have to determine a budget for maintenance of the current cisterns and develop a strategy to ensure that we have access to these cisterns. The Planning Board will work on developing an ordinance to address future cistern maintenance. Chairman Abbott said that he is not sure that the ordinance can only address future cisterns and there may be something added to address the current cisterns.

3. Discuss proposed water main extension: Selectman Littlefield moved to not participate in the water main extension to the Fire Department and Town Hall, seconded by Selectman Girard, voted and passed, **5 yeas**. Selectman Littlefield voted that the Town not fund an income survey for a water main extension, seconded by Selectman Gale, voted and passed, **5 yeas**.

4. Discuss/review employee skill set matrix: The Board reviewed the employee skill set matrix as prepared by Ms. Brandt and suggested some changes.

OLD BUSINESS:

1. Discuss/vote to sign the deed for the sale of property, tax map 1 lot 22G, to James Triance: Selectman Girard moved to sign the deed, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

2. Discuss/vote on a request to accept donation of a parcel of land on Otter Drive, tax map 44, lot A-507: Selectman Girard moved to not accept the lot, seconded by Selectman Woodsome, voted and passed, **4 yeas, 1 abstained (Gale-not enough info)**.

OTHER:

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

2. Moved by Selectman Girard to approve the September 18, 2012 Regular Meeting, September 19, 2012 Special Meeting and September 25, 2012 Regular Meeting, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

PENDING DECISIONS

1. Public Service Announcements
2. Review Driveway Opening Permit language
3. Board & Committee status
4. Barriers to prohibit vehicles from driving on the public beach
5. Cistern maintenance

WEEK'S ACTION LIST

DISCUSSION OF AGENDA ITEMS:

- Appointment with Rep. Libby and Doug Foglio, Sr. to discuss Old Alfred Rd.
- Obtain the cost of adding the curbing at the boat launch and get an update on the dam gates and repairs needed to the dam
- Eagles games of chance license approval

Chairman Abbott read the reminders.

ADJOURNMENT: Selectman Woodsome moved to adjourn the meeting at 8:08 pm, seconded by Selectman Gale, voted and passed, **5 yeas.**

SIGNED:

1. Warrants for bills & payroll
2. Minutes of the September 18, 2012 Regular Meeting, September 19, 2012 Special Meeting and September 25, 2012 Regular Meeting

APPROVED: Date: _____
