

SELECTMEN'S MEETING MINUTES NOVEMBER 27, 2012

PRESENT: Chairman Abbott, Selectmen: Gale, Girard, Littlefield & Woodsome, Nancy Brandt-Town Administrator, Doug Foglio, Jr., Donna Mayo, Kelly Mayo, Dwayne Prescott, Donald Scouler & David Lowe-IT Manager.

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

ANNOUNCEMENTS: Selectman Littlefield suggested sending a Christmas card to A Recovering American Soldier, c/o Walter Reed Army Medical Center, 6900 Georgia Ave., NW Washington DC 20307-5001 as a thoughtful thing to do.

APPOINTMENTS:

1. Doug Foglio, Jr. of Foglio, Inc. to discuss extending the snowplow contract: Mr. Foglio explained that the current snowplow contract with the Town is for three years and this is the final year. The current contract can be extended for up to two years. Mr. Foglio provided a proposal to extend the contract for two years. The recent addendum to add Old Alfred Rd. will stay in effect if the contract is extended. The Board thanked Mr. Foglio for the proposal.

2. Scott Davis of Lake Arrowhead Community to discuss the work plan for installation of the new hydrants and Discuss/ vote to approve the Lake Arrowhead Memorandum of Understanding (MOU) for installation of the fire hydrants approved by voters at the November 6, 2012 Election: Mr. Davis was unable to attend the meeting. Chairman Abbott asked Ms. Brandt if there is a work schedule and Ms. Brandt said she will get one from Mr. Davis. Chairman Abbott read the MOU. Selectman Littlefield moved to add the results of the vote of the November 6, 2012 Election authorizing the expenditure as an addendum to the Lake Arrowhead Memorandum of Understanding for installation of the fire hydrants, seconded by Selectman Gale, voted and passed, **5 yeas**. Selectman Woodsome moved to approve the Memorandum of Understanding with the addendum, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence and said the Board also received a draft audit;

1. Treasurer's Weekly Financial Reports

REPORTS & STAFF INITIATIVES

1. Cemetery Committee: Donna Mayo, Chairman of the Cemetery Committee and Kelly Mayo, member of the Committee provided a report. Chairman Mayo said this is her first year as the Chairman and she previously was the Secretary. The Cemetery Committee lost a few members and has recruited about ten new members. The Committee tackled a few of the cemeteries that were in rough shape, including the Hamilton/Ricker/Carl Cemetery on Hamilton Rd. The NJROTC and the Boy Scouts both attempted to clean up this cemetery but quit because of issues with poison ivy so the Committee has completed the work. Ms. Mayo provided a before and after photo. An ad was placed in the Smart Shopper for an "Adopt a Cemetery" program for residents to adopt one of the 100+ local

cemeteries. People willing to adopt a cemetery are asked to mow the grass, cut the brush and let the Committee know if there are stones that are broken or down. The ad ran for three weeks and they had a number of responses from people willing to do this, including some summer residents. Chairman Mayo said that the Committee's equipment is missing and nobody knows where it is. She said that she spoke with the maintenance man Pete Cote and he told her that someone took the equipment and it was never returned. Committee members are using their own equipment. She provided an inventory list from 2009 to the Selectmen and said she hopes not to have to use the limited Committee funds to replace this equipment. Ms. Brandt will check on the missing equipment. Chairman Mayo explained that Russell Jensen takes care of some of the larger cemeteries and the Cemetery Committee takes care of the others. Chairman Abbott asked Chairman Mayo for a list of all of the cemeteries in town and she said she has one and will get him a copy. Chairman Abbott said that the Cemetery Committee should request the funds needed to replace the equipment in their budget request. The Board agreed that there should be a sign out procedure in place for people using town equipment. Selectman Woodsome said that the government will replace broken headstones for Veterans. Chairman Mayo replied that the government will issue a plaque. The Committee is trying to preserve the old stones and repair them. Some of the cemeteries have been vandalized. Chairman Abbott asked if the Committee is keeping records of the headstones. Chairman Mayo said the Committee is documenting all of the cemeteries and photographing the stones. They have worked on this for 2-3 years and they are not even half done. Chairman Mayo said they are trying to get a website up with cemetery locations with GPS coordinates and genealogy information. They will be working with David Lowe, IT Manager on this. Chairman Abbott asked Chairman Mayo to provide a list of the equipment that the Cemetery Committee needs to Christina Silberman, Administrative Assistant. The Board thanked the Committee for their report.

2. Selectmen's reports: Selectman Gale reported that he attended the Library Board of Trustees meeting last night. They are discussing taking some of the annual donation funds to buy a couple of Kindle's or similar items for patrons to borrow. This would give the people that are considering purchasing an e-reader a chance to use one before buying it. Selectman Woodsome reported that the "Christmas Phantom" has placed a beautiful, lighted Christmas tree along Route 5 near Deer Pond Fuel and it is very nice. Chairman Abbott reported he attended the Transfer Station/Recycling Committee meeting last night. They discussed revitalizing some things and plan to baseline what the real recycling rate is. The Committee is also going to look at a spring/fall clean-up day.

3. Town Administrator's report: Town Administrator Nancy Brandt said that the draft audit has been provided to the Board. Ms. Brandt reported on the increase in the health and dental insurance rates. Ms. Brandt has been in touch with Tom Ursia, Town Planner, and said he will be out at least through December 10th. Ms. Brandt said she has given each of the Selectmen a calendar for December showing the payroll and AP dates. Christmas and New Year's is on a Tuesday and the Selectmen will have to decide when they want to do the warrants and sign them. Ms. Brandt is still waiting to receive a quote on the HVAC work needed to add the new office. One electrician has looked at the job to add lights and wiring and another one is expected to come to provide a quote. Ms. Brandt is continuing to work on the budget. Chairman Abbott suggested the Board meet on 12/21 and 12/28 to take care of the warrants for bills and payroll and asked to discuss this at the next meeting. Selectman Woodsome asked for the status of the new worker for the Road

Department. Ms. Brandt said that resumes have been received and she is waiting for Doug Foglio, the Road Commissioner to review them.

NEW BUSINESS:

1. Discuss/vote to approve renewal of the Malt, Spirituous & Vinous Liquor License for Woody's Sports Grille on West Rd.: Selectman Girard moved to approve renewal of the Malt, Spirituous & Vinous Liquor License for Woody's Sports Grille on West Rd., seconded by Selectman Littlefield, voted and passed, **5 yeas**.

2. Discuss County service cost appropriation proposal: Chairman Abbott explained that a group of Town Manager's is proposing to revise the appropriation to pay for the Sheriff's Dept. patrols and communications for those municipalities with and without their own police departments. Selectman Girard indicated that there is a limited number of Town Administrators that are aware of this proposal. John Sylvester (Alfred Selectman) is drafting a letter to Barry Tibbetts (Kennebunk Town Manager) asking that all of the towns be included in these discussions. The Town of Waterboro would be the town with the biggest impact from this proposal. Selectman Girard pointed out that there is a use of the Sherriff's Department by the cop towns and the Sheriff should be brought into this conversation. Selectman Girard said if they are going to start looking at a user fee for rural patrols than they need to look at a user fee for other County Services as a whole. Selectman Girard suggested that Ms. Brandt draft a letter for the Selectmen to sign to comment on this issue also. Chairman Abbott suggested that the Twelve Town Group work to address this. Chairman Abbott said that by looking at the proposed impact to the towns without police departments that it would be cheaper for some of the towns to establish their own police departments.

3. Discuss plans for staff holiday party: Chairman Abbott said that there is an Employee/Family Holiday Dinner planned at Central Station on Friday, December 14th from 5 – 7 pm and he asked what we need for this. Selectman Gale said this is for staff, board and committee members and their families. The planned menu is the same as last year with spaghetti and meatballs, garlic bread, salad beverage and dessert. Selectman Gale is prepared to pick up the food and prepare it that day. He asked for someone else to be in charge of any gifts, table settings, etc. Selectman Girard will take care of dessert. They are planning on 75 people attending. People will be needed to set up starting around 3:30. The table setting supplies have been ordered. Invitations were given to all employees and board and committee members. Selectman Gale suggested having some music.

OLD BUSINESS: None

OTHER:

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

2. Selectman Gale moved to approve the minutes of the November 20, 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

WEEK'S ACTION LIST

- Ask the Road Commissioner to follow up on the applications for the part time position.
- Ms. Brandt will work with Chairman Abbott to draft a letter for the Board to sign regarding the County Sheriff's costs appropriation proposal.
- Obtain an update on personal property tax collections

DISCUSSION OF AGENDA ITEMS

- Discuss the Selectmen's December meeting schedule and signing the warrants for bills and payroll for the holiday weeks.
- Discuss/vote to approve the audit report.
- Discuss the holiday party plans under old business.

Ms. Brandt reported that Mr. Lowe has met with Time Warner and the cost for internet and telephone for all town departments is lower with them than what we are paying now. Mr. Lowe added that this includes upgrading the internet at the Town Hall, Fire Department and Library. Chairman Abbott commented that there are still some issues with the new phone system. The auto attendant has not picked up several times when he has called and the phone just rings and rings. Mr. Lowe said he will check on this.

Chairman Abbott read the reminders.

ADJOURNMENT: Selectman Woodsome moved to adjourn the meeting at 7:13 pm, seconded by Selectman Gale, voted and passed, **5 years.**

SIGNED

Warrants for bills & payroll
 Minutes of November 20, 2012
 Liquor license for Woody's Sports Grille
 MOU for Lake Arrowhead hydrants

APPROVED: Date: _____
