

SELECTMEN'S MEETING MINUTES DECEMBER 4, 2012

EXECUTIVE SESSION: Selectman Girard moved to go into executive session per Title 1 M.R.S.A. § 405(6)(A) to conduct the Town Administrator's performance review at 5:35 pm, seconded by Selectman Woodsome, voted and passed, **4 years**. Selectman Littlefield arrived at 5:40 pm. Selectman Woodsome moved to come out of executive session at 5:58 pm, seconded by Selectman Girard, voted and passed, **5 years**.

PRESENT: Chairman Abbott, Selectmen: Gale, Girard, Littlefield & Woodsome, Dwayne Prescott, Steve Ross, Doug Foglio, Sr., Christina Silberman-Administrative Assistant & David Lowe-IT Manager

Chairman Abbott opened the meeting with the Pledge of Allegiance at 6:02 pm.

ANNOUNCEMENTS: The Board extended condolences on the passing of Tony Cognato, Harold "Swede" Hansen, Lacy Richard and Peter Anastosopolous. Selectmen Littlefield warned people to be aware that there is a scam going around regarding a Jamaican lottery. The scam involves a phone call notifying you that you have won the lottery but you have to pay a tax before receiving the winnings. Chairman Abbott announced that on December 15th at 11:45 am at the South Buxton Cemetery on Route 112 there will be a "Wreaths Across America" wreath laying ceremony to honor Veterans. The public is invited to attend.

APPOINTMENTS: Chris Backman of RHR Smith & Co. to discuss the draft audit-this occurred after the completion of new business: Treasurer Julie Giles reported that Ron Smith of RHR Smith & Co. met with employees today for a routine review of cash handling procedures. Mr. Backman reviewed the draft audit report. Mr. Backman said the year ended with a 2.6 million dollar fund balance above the projected 2.071 million. There were a couple of departments that were over drafted and he is working with Ms. Brandt on these. Mr. Backman answered questions from the Board. Mr. Backman said the town has a good fund balance and he suggested starting to build up the reserves. Mr. Backman said he will have a revised audit report and the bottom line will not change. The Board thanked Mr. Backman and Ms. Giles.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Abbott reviewed the following;

1. Treasurer's Weekly Financial Reports
2. Information from Dig Safe
3. Ecomaine November 2012 newsletter
4. Information re: American Diabetes Assoc. Tour de Cure route through Waterboro on Sunday June 9, 2013
5. Notice from The Animal Welfare Society, Inc. re: The Animal Welfare Society, Inc.
6. Report on personal property tax collections with Susan Szwed, PA

REPORTS & STAFF INITIATIVES

1. Assessors' Agent Jerry Daigle: Mr. Daigle reviewed personal property tax collection results from Susan Szwed, PA. **Discuss/vote on abatement request #13-24:** Selectman

Girard moved to approve abatement request #13-24, seconded by Selectman Littlefield, voted and passed, **5 years. Discuss/vote on the Assessors' Agent's denial of an abatement request:** Selectman Littlefield moved to accept the recommendation of the Assessor's Agent, seconded by Selectman Gale, voted and passed, **5 years.**

2. Treasurer: None

3. Finance Committee: Steve Ross reported that the Finance Committee finds the percentage spent column on the expense reports most useful. They review the expense reports and check with Ms. Brandt if there are questions. The Finance Committee feels things are in good shape and they do not see any problems. Mr. Ross wondered what will happen with the Finance Committee under the new Town Charter. Chairman Abbott said the new Charter will take effect July 1st and the Finance Committee will work on the next budget. The Board thanked Mr. Ross for his report.

4. Selectmen's reports: Selectman Girard reported that the York County Budget Committee met last week and reviewed 4 accounts. They discussed user fees for County services. Alfred Selectman John Sylvester met with Kennebunk Town Manager Barry Tibbetts to discuss this and they agreed to create a work group to bring people from all of the entities together to discuss this so that it is fair and equitable. Selectman Girard said that she would like to be part of this group if the meetings work with her schedule. It will be critical to have a strong voice in this. It may take a couple of years to thoroughly review the proposal and would require legislation changes. Selectman Girard said a group called the York County Maine Mayors Organization meets on a monthly basis. This group has put together a list of things that they feel should be addressed by the Legislative Policy Committee including general assistance, education, municipal revenue sharing, human services, school construction, bond packages, transportation, downtown improvements, research development, water, wastewater, economic development access to capital and property taxes. The mayors group is meeting next Tuesday night at 6 pm and the York County Budget Committee members have been invited to attend. Selectman Girard said that is important to pay attention to what is going on outside of our community and get involved in these types of groups. Selectman Girard suggested that Ms. Brandt participate in the York County Advocacy Group that meets monthly in Augusta. Chairman Abbott said that we should make sure that the Advocacy Group is aware of these. Selectman Woodsome said people may not realize that the Selectmen also participate on other committees and he thanked Selectman Girard for all the work she does and the other Selectmen echoed these sentiments.

5. Road Commissioner report: Doug Foglio Sr. said he received a request to have a crosswalk put on Route 202 for a child that has to cross over to get to the bus stop. Mr. Foglio said he referred them to the School Board and asked that a copy of the Crosswalk Ordinance be sent to them. Ms. Silberman said that she forwarded the request to the RSU #57 Superintendent. Mr. Foglio said he continues to get complaints about the rocks along New Dam Road and he is going to have 250' of guardrail installed there. He had not planned for this and will charge it to town roads. Mr. Foglio said that the work on the dam is complete and when the gates are closed the inside remains dry and he is very happy with this. Mr. Foglio is meeting on Thursday morning with the DEP to discuss the pits and he would like someone from Board to be there also. Chairman Abbott said that he can be there. Some ledge has been removed along Middle Road to alleviate drainage issues. Selectman Littlefield asked if there had been some blasting on the dirt road part of Ossipee Hill Rd. Extension. Mr. Foglio said they didn't blast, they took down part of the hill with the hammer and the work is not completed. Selectman Littlefield said he noticed some things

had been dumped there and Mr. Foglio said that there is a lot of stuff that needs to be removed. He is going to check to see if they can bring it to the Transfer Station. There are several sites in town where people are dumping illegally. Chairman Abbott said that there are a number of people in the community that will pick up these items and bring them to the Transfer Station at no cost. The Transfer Station/Recycling Committee is looking at establishing a spring/fall clean-up day.

6. Town Administrator's report: Town Administrator Nancy Brandt was absent and Chairman Abbott shared her written report. The winter sand pile has been put up, The part time road employee applications have been reviewed and 6 have been chosen for interviews. The budget request deadline is this Friday, December 7th. Town Planner Tom Ursia is working on the CIP requests at home. He should know this Friday if he will need surgery for his broken leg. The CIP requests are scheduled for presentation to the Board on December 11th. Transfer Station Employee Paul Shane fell and broke his leg at home and he will be out for 6-8 weeks. The Alfred Waterboro Veterinary Hospital held a free rabies vaccination clinic on December 1st to celebrate 25 years of providing vet services. Donations were accepted and they raised \$891.00. Pete Cote is looking at the HVAC, construction & electrical costs for the new office. The chimney damages at the Taylor House from the October earthquake were covered by insurance and the repairs are being made. Hannaford's is accepting donations this month for the Community Garden.

NEW BUSINESS:

1. Discuss/vote to approve the audit report: This item was postponed.

2. Discuss/vote on extending the snowplow contract: The Board discussed the proposal to extend the snowplow contract. Selectman Girard moved to extend the snowplow contract with Foglio, Inc. for two years, seconded by Selectman Gale, voted and passed **3 yeas, 2 nays (Woodsome & Abbott)**.

3. Discuss/vote to approve the Massabesic Lions Club application for a State of Maine Games of Chance license for the year 2013: Selectman Girard moved to postpone items 3 and 4 until after inspections and recommendations are done, seconded by Selectmen Littlefield voted and passed, **5 yeas**.

4. Discuss/vote to approve the Massabesic Lions Club application for a State of Maine Beano license for the year 2013: This item was postponed.

5. Discuss/vote on the Selectmen's December meeting schedule and the signing of the warrants for bills and payroll for the holiday weeks: Chairman Abbott suggested having regular meetings on December 11th and 18th and have Selectmen come to the office to sign the payroll warrant on December 21st and 28th. All bills should be paid in the December 18th warrant. The Board may hold a special meeting on January 2nd if there is any business that needs to be conducted.

OLD BUSINESS:

1. Discuss plans for the Employee/Family Holiday Party: Chairman Abbott said things are all set for the employee/family holiday party on December 14th. The Board will review final preparations next week.

OTHER:

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

2. Selectman Gale moved to approve the minutes of the November 27, 2012 regular meeting, seconded by Selectman Littlefield, voted and passed, 5 yeas.

PENDING DECISIONS

- 1. Public Service Announcements
- 2. Review Driveway Opening Permit language
- 3. **Board & Committee status: Chairman Abbott reported vacancies on the following boards and committees:** Old Home Days Cmte., Community Garden Cmte., Fair Hearing Cmte., Zoning Board of Appeals, Finance Cmte., Planning Board, Parks and Recreation Cmte., Conservation Commission, Hiring Panel, Economic Development Cmte., and the Public Safety Cmte.

WEEK’S ACTION LIST

- Send reminders about payroll due dates for the holiday weeks.
- Remind Lake Arrowhead Conservation about the budget request due date.

DISCUSSION OF AGENDA ITEMS

- Discuss establishing an ad hoc committee for transition of the budget committee due to the Town Charter changes.
- Discuss establishing a search committee to look for candidates for the revised job of Town Administrator.
- Discuss requirements for documents from outside agency budget requests.
- Discuss a schedule for budget meetings.
- Discuss ideas for getting the economic development committee going.

Chairman Abbott read the reminders. Selectman Girard added that the York County Budget Committee meets Wednesday at the York County Courthouse and these meetings are open to the public. The Budget Committee is also meeting on Saturday, December 8th at the Alfred Town Hall. Selectman Gale reminded the staff and board & committee members to RSVP for the employee/family holiday party.

ADJOURNMENT: Selectman Gale moved to adjourn the meeting at 7:44 pm, seconded by Selectman Woodsome, voted and passed, **5 years**.

SIGNED

Warrants for bills & payroll
Minutes of November 27, 2012
Abatement approval #13-24

APPROVED: Date: _____
