

**Waterboro Board of Selectmen**  
**May 7, 2013**

**PRESENT:** Chairman Abbott, Selectmen Gale, Girard, Littlefield and Woodsome, Town Administrator Nancy Brandt, Time Neill, Dwayne Prescott, Dianne Holden, James Carll, Town Planner Tom Ursia, Administrative Assistant Christina Silberman and IT Manager David Lowe.

**PLEDGE OF ALLEGIANCE:** Chairman Abbott opened the meeting with the Pledge of Allegiance at 6:00 pm.

**ANNOUNCEMENTS:** None

**APPOINTMENTS:** None

**HEARING OF DELEGATION:** None

**CORRESPONDENCE:** Chairman Abbott reviewed the following:

1. Treasurer's Report
2. Rep. Aaron Libby's weekly newsletter
3. Senator Tuttle's newsletter
4. EcoMaine April 2013 newsletter
5. Letter from Partners for Healthier Communities re: tobacco free recreation
6. Letter from Maine Legislature re: the Town of Waterboro's resolution regarding the Governor's proposed budget
7. Warrant for District Budget meeting of Regional School Unit #57
8. **CONFIDENTIAL** Copy of Letter from the Town Administrator to the Pearl St. resident re: snowplow damage
9. Planning Board May 8<sup>th</sup> workshop agenda

**REPORTS & STAFF INITIATIVES**

**1. Planning Board:** Planning Board Chairman Tim Neill said that the Fire Chief is unable to attend the Planning Board workshop tomorrow night and asked if the Selectmen want to meet without the Fire Chief. The Board agreed to go ahead with the workshop. Mr. Neill reported that the wellhead protection zone ordinance is now with the Town Attorney. The Planning Board is looking at site plan review and the site plan ordinance to resolve a conflict and make things easier for people with small expansions. CEO Mark Mitchell raised an issue with dock lengths and they are looking at what other communities do. The Planning Board is moving ahead with rezoning an area in East Waterboro to expand a zone in conjunction with the 20/20 Committee. Chairman Abbott asked if the Planning Board has been out on the lake by boat to tour the area recently. Dianne Holden offered the use of her boat. The Planning Board would like to know if the Selectmen feel that the town should be financially responsible for cisterns after they are installed and this will be discussed at the workshop tomorrow night.

**2. Town Planner:** Town Planner Tom Ursia reported that a majority of the Board of Selectmen attended the presentation of the 20/20 Committee. Mr. Ursia has spent a majority of his time lately working with the Sewall Company as liaison to the 20/20 Committee and GIS is becoming a reality. The current tax map system is fragmented

and there is now a composite map that is digitized and this will be one of the layers of the GIS system. They will work to clean up any inaccuracies. The next step is to make this a web enabled map and they are close to having this. The Sewall Co. will do some pro bono work to do some training and some field work. The Sewall Co. will have one more presentation speaking to subsurface infrastructure. Mr. Ursia reported that the Wright Pierce project is nearly complete for the drainage/sidewalk design on Old Alfred Rd. The town will then have to decide what they wish to do in the future, such as hold the designs for future use or be put on the wait list for a possible construction project in 2014-2015 with grant monies available. The town is in a pivotal position with the potential of DOT (Department of Transportation) monies and to look at future construction projects. It is important for the Selectmen to decide which projects they are interested in for the next 3-4 years. Mr. Ursia is working with the Planning Board to make improvements to "change of zone" projects. He is preparing some digital/scientific requirements for plan submittals so that plans submitted in the future that are approved can easily update the town's digital maps. There are 2 conditional use applications forthcoming to the Planning Board, one for the Historical Society to add a community yard sale to their farmer's market/craft market and one with the Cornerstone Market for a yard sale/craft market. Victor Wright's project on Main Street is complete. There is a hair salon in one unit and 4 units are available. The Patterson Group has had their site plan review process with the Planning Board and is approved. Construction should begin this summer. There have been inquiries about the Heath's convenience store property and there have been some lookers but no takers. Selectman Girard commented that the Road Review Committee has done a lot of work and she asked about the road map. Mr. Ursia responded that the road map is being worked on by the Sewall Co. and a trails map is also being worked on. Mr. Ursia said we have made great progress with GIS and there is still some work to do.

**3. Selectmen's reports:** Selectman Woodsome said he met with the Road Commissioner to discuss the change to Public Works. Selectman Woodsome gave a reminder that there is a 20/20 Committee meeting next Monday at 5 pm.

Selectman Gale reported that the Community Garden is really taking shape. There are 25 beds and 17 have been spoken for. There are plots still available and the cost is \$25 for a 4' x 24' plot. Selectman Gale said that last night there was a structural fire in Lake Arrowhead that happened to be beside one of the newly installed fire hydrants and the fire was put out quickly.

Selectman Girard reported that the 12 Town Group will now meet on the 2<sup>nd</sup> Monday each month beginning next week.

Selectman Littlefield reported that the revisions to the job descriptions are under way. Some employees indicated that they did not have their current job description. Employees will be asked to sign confirmation when they receive the revised job description. Ms. Brandt said that employees are given their job description when they are hired.

Chairman Abbott reported that there is a Selection Committee for the Town Administrator position and interviews will begin in the next few weeks.

**4. Town Administrator's report:** Ms. Brandt reported that the CDBG (Community Development Block Grant) for the water extension project was approved for \$330,000. Steve Levy of Maine Rural Water Systems will handle the paperwork and they have an initial meeting on Friday. Ms. Brandt said that this Saturday is Open Garden Day for the Community Garden. On Wednesday, May 22<sup>nd</sup> at 7 pm a man from the Kennebunk Community Garden is coming to discuss square foot and vertical gardening.

#### **NEW BUSINESS:**

**1. Discuss/vote to allow the Waterborough Historical Society to apply to the Planning Board for a conditional use permit for an ongoing Community Yard Sale/Farmer's Market/Artisan Market:** Selectman Gale moved to allow the Waterborough Historical Society to have a Community Yard Sale/Farmer's Market/Artisan Market, seconded by Selectman Girard, voted and passed, **5 years**.

**2. Discuss asking members of the RSU #57 School Board and the Administration to attend a Selectmen's meeting to discuss the RSU #57 proposed budget:** Selectman Girard commented that the school budget will drastically impact tax payers in our community. She thinks more people are paying attention to the Selectmen's meetings than the School Board meetings and she would like RSU #57 to come to a Selectmen's meeting to review the proposed school budget. Chairman Abbott asked that Superintendent Davis and Waterboro's RSU #57 Board Members be invited to attend a Selectmen's meeting to review the school budget. Selectman Woodsome said he would like more information on the adult education program.

**3. Discuss/vote to authorize use of town trash bags for a citizen sponsored clean up week to coincide with the town's June 8<sup>th</sup> "Clean Up Day" with free disposal .at the Transfer Station:** Selectman Gale moved to authorize use of town trash bags for a citizen sponsored clean up week, seconded by Selectman Woodsome, voted and passed, **5 years**.

#### **OLD BUSINESS:**

**1. Discuss/vote on matured tax liens for foreclosure:** The Board reviewed a spreadsheet of information on properties with matured tax liens. Chairman Abbott said traditionally the tax title auction occurs in August but it no longer has to be in August. Selectman Littlefield moved to set September 14, 2013 at 10 am as the date to auction properties with matured tax liens (accounts that have not had regular payments) and that notifications be sent out appropriately, seconded by Selectman Woodsome, voted and passed, **5 years**.

**2. Discuss Town Charter revision implementation progress:**

- Town Administrator position-no updates
- Job descriptions
- Public Works
- Board of Selectmen By-Laws and Policies

#### **OTHER:**

**1. Selectman Littlefield moved to sign the warrants for bills and payroll, seconded by Selectman Woodsome, voted and passed, 5 years.**

**2. Selectman Girard moved to approve the minutes of the April 23, 2013 regular meeting, seconded by Selectman Gale, 4 years, 1 abstained (Littlefield-not present). Selectman Littlefield moved to approve the minutes of the April 30, 2013 regular meeting, seconded by Selectman Woodsome, voted and passed, 4 years, 1 abstained (Gale-not present).**

**PENDING DECISIONS:**

1. Public Service Announcements
2. Review Driveway Opening Permit language
3. Board & Committee status
4. Economic Development forum
5. Implementation of Town Charter changes that will be effective July 1, 2013

**WEEK'S ACTION LIST:**

- Invite Superintendent Davis and the School Board to attend a Selectmen's meeting to review the school budget.

**DISCUSSION OF AGENDA ITEMS:**

- Review town owned property and discuss parcels that the town may wish to acquire in 2 weeks.

Chairman Abbott read the reminders.

**ADJOURN:** Selectman Gale moved to adjourn the meeting at 7:14 pm, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

**SIGNED:**

- Warrants for bills and payroll

**APPROVED:** Date: \_\_\_\_\_

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