

**Waterboro Board of Selectmen
July 2, 2013**

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield and Woodsome, Town Administrator Gary Lamb, Jack Seery, Brigit McCallum, Transfer Station Manager Clint Andrews, Town Planner Tom Ursia, Fire Chief Matt Bors, Treasurer Julie Giles, Dwayne Prescott, 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.

ELECT CHAIRMAN OF THE BOARD OF SELECTMEN FOR 2013-2014: Outgoing Chairman Abbott asked for nominations for Chairman of the Board of Selectmen for 2013-2014. Selectman Gale nominated Selectman Girard, seconded by Selectmen Littlefield. There were no other nominations. Voted and passed to elect Selectman Girard as Chairman of the Board of Selectmen for 2013-2014, **5 yeas**.

ELECT VICE CHAIRMAN OF THE BOARD OF SELECTMEN FOR 2013-2014: Chairman Girard opened nominations for Vice Chairman of the Board of Selectmen for 2013-2014. Selectman Woodsome nominated Dennis Abbott, seconded by Selectmen Littlefield. Selectman Abbott nominated Selectman Woodsome, seconded by Selectman Gale. The Selectman voted resulting in 3 votes cast for Selectman Woodsome and 2 votes cast for Selectman Abbott, Selectman Woodsome was elected Vice Chairman of the Board of Selectmen for 2013-2014.

ANNOUNCEMENTS: Chairman Girard introduced new Town Administrator Gary Lamb and welcomed him. Chairman Girard thanked Nancy Brandt for her many years of service to the town and said that her impact will be felt for a long time. Mr. Lamb remarked that Ms. Brandt has reached out to him very graciously and has offered her assistance and he greatly appreciates this.

APPOINTMENTS: York County Sheriff's Office was not present.

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Girard reviewed the following correspondence;

1. Treasurer's reports
2. Rep. Libby's newsletters
3. Senator John Tuttle's newsletter
4. EcoMaine recycling reports
5. Minutes of the June 25, 2013 Special Town Meeting
6. Assessors' Agent's April 2013 sales report
7. Assessors' Agent's July calendar
8. Letter from Planning Board Chairman Tim Neill re: zoning change

REPORTS & STAFF INITIATIVES

1. Transfer Station Manager: Transfer Station Manager Clint Andrews gave a breakdown of the costs for the free disposal day and the number of items collected. The total cost for the free day was \$12,420.36. Less the saleable items, the net cost comes to \$9,399.36. Mr. Andrews said that he notified the Department of Environmental Protection (DEP) that they are out of compliance due to the number of tires that were disposed of. DEP

indicated that Waterboro is doing a good job and the tire situation is being handled appropriately. The recycling rate for May was 19.64% and the June rate will be affected by the extra loads being taken to EcoMaine due to the free disposal day. When EcoMaine calculates the recycling rate, they include the bulky waste items as household waste. The Transfer Station can track the recycling rate without the bulky items. There is now a bin at the Transfer Station to collect useable books, DVDs, video games and CDs. Any school or library can contact the organization doing the collection and they will donate items to the school or library. These donations also go to third world countries. Mr. Andrews attended the solid waste conference in May. They spent a day on organics management. He took a workshop on unit based pricing relating to pay per bag programs. There was a video link discussion about dumping trash at sea and the effects on the ocean and the food chain. Mr. Andrews learned that there is an area in the North Pole that is the size of New England that is 6 miles deep and is full of plastic. There is also a mass of trash gathering out to sea off the coast of New England. He met with several vendors during the conference. He signed up with Planet Aid and the town will get 15 cents per pound for anything that goes into their box. The State Legislature and DEP are seeking approval to be able to collect paint free of charge at transfer stations. The paint would be mixed and sold overseas. Mr. Andrews reported that he attended EcoMaine's annual meeting. Chairman Girard asked how waiving the fee for metal disposal is going and Mr. Andrews responded that it is helping. Selectman Gale asked when the next free disposal day will be and Mr. Andrews replied it will be September or October. There will also be a free disposal day in the spring. Selectman Abbott said that the Transfer Station/Recycling Committee is short on members and new members are needed.

2. Transfer Station Recycling Committee: None

3. EcoMaine Rep.: Selectman Abbott reported that EcoMaine's annual meeting was held in early June. There was a presentation on organics recycling. EcoMaine's tipping fees have been reduced for members to \$70.50 and the annual commitment was reduced by \$25,000. The EcoMaine Executive committee meets in September and will discuss the annual assessments to members. There is no more debt and there is a 23 million dollar fund balance. They are working to build up for a potential land fill closure. Selectman Abbott will represent District 2 (Waterboro, Hollis, Limington, Lyman & Ogunquit) on the Executive Committee this year. Waterboro is down 2% in solid waste and 2% in recyclables. Mr. Andrews added that EcoMaine is soliciting for more members.

4. Selectmen's reports: Selectman Gale reported that he attended the Library Trustees meeting. There are 5 active members and 2 vacancies on the Board of Trustees. Ms. McCallum said the Trustees are discussing reorganizing the Board. A book sale will be held on July 13th from 9 am to 1 pm. Clink bags available for people wishing to donate their returnable bottles and cans to the Library. A silent auction is going on now through July 30th. There are monthly programs for children and they are discussing some adult programs. Selectman Gale also attended the Community Garden Committee meeting. They have been really busy in their first year. They are working on getting the fence up. They are seeking donations. Selectman Gale said that milfoil can be used as compost in gardens. All 24 Community Garden plots are taken. There will be more plots available next year. This is a Community Garden for people to lease a garden bed for their own use and it is not for the community at large to come in and harvest what they want. There is a plot being used for items to be donated to the food pantry. The Committee will be working on building sheds this summer.

Selectman Abbott thanked Fire Chief Matthew Bors and Administrative Assistant Christina Silberman for their help during the transition in the Town Administrator position and this was echoed by other members of the Board.

Ms. McCallum said that the milfoil is available for composting and it is very good for water retention. The milfoil was made available by Scott Davis of Lake Arrowhead and it is available for citizens to use also.

NEW BUSINESS:

1. Discuss/vote to appoint Gary Lamb as the Town Administrator, Town Clerk, Treasurer, Tax Collector and Director of General Assistance: Selectman Abbott moved to appoint Gary Lamb as the Town Administrator, Town Clerk, Treasurer, Tax Collector and Director of General Assistance, seconded by Selectman Gale, voted and passed, **5 years**. Chairman Girard congratulated Mr. Lamb on the appointment.

2. Discuss/vote on FY 2014 annual appointments: Selectman Abbott moved to make the following appointments; **Fire Chief/EMA Director/Deputy Health Officer** - Matthew Bors, **Health Officer/Deputy EMA Director** - Lisa Bennett, **Code Enforcement Officer/Building Inspector/Licensed Plumbing Inspector/Deputy Health Officer** - Mark Mitchell, **Deputy Code Enforcement Officer/Deputy Building Inspector/Deputy Licensed Plumbing Inspector** - Peter Gordon, **Motor Vehicle Agent** - Brenda Crenner, **Registrar of Voters** - Yvette Murray and **Deputy Registrar of Voters** - Nancy Johnson, seconded by Selectman Littlefield voted and passed, **5 years**.

3. Discuss/vote on Selectmen's Policies (Alignment with revised Charter): Selectman Abbott moved to approve the following changes to Selectmen's Policies; **a.** to repeal the Account Policy, **b.** to repeal the Agenda Appointment Policy, **c.** to repeal the Decision & Meeting Efficiency Policy, **d.** to repeal the Election Notification Policy, **e.** to repeal the Formal Complaint Policy, **f.** to amend the Payment Policy as presented, **g.** to repeal the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits, **h.** to repeal the Public Use of Town Copying Equipment and Supplies Policy, **i.** to amend the Safety & Return to Work Policy as presented and **j.** to adopt the Purchase Policy for fiscal year 2013-2014 as presented, seconded by Selectman Woodsome, voted and passed, **5 years**.

k. Discuss/vote on Selectmen's meeting schedule: Selectmen Littlefield moved to continue to meet each Tuesday night at 6 pm, seconded by Selectman Abbott, voted and passed, **5 years**.

l. Discuss/vote to amend and adopt the Bylaws of the Board of Selectmen: Selectman Littlefield moved to amend and adopt the Bylaws of the Board of Selectmen as presented, seconded by Selectman Woodsome, voted and passed, **5 years**.

4. Discuss/vote on Board & Committee appointments: Chairman Girard read the recommended Board and Committee appointments. Selectman Abbott moved to approve the appointments as read, seconded by Selectman Littlefield, voted and passed, **5 years**. **Assessing Board of Review:** Robert Gobeil, **Budget Committee:** Dianne Holden, **Cable Television Committee:** David Lowe, **Community Garden Committee:** Cleo Smith, Melissa Brandt, Amy Beth Lucarelli, Anthony Lucarelli, Todd Smith, Nancy Brandt & Peter Cote, **Fair Hearing Committee:** Robert Gobeil, **Library Board of Trustees:** Lynn Bilodeau, **Road Review Committee:** James Gendron & **Transfer Station/Recycling Committee:** Robert Gobeil

5. Discuss/vote on Selectmen Board & Committee Liaison assignments: The Selectmen will hold a workshop next week to discuss Board and Committee liaison assignments.

6. Discuss promoting Town Boards and Committees at Old Home Days: Selectman Gale said he would like to have a table set up at Old Home Days with information available for the various

town boards and committees to encourage membership. He asked fellow Selectmen to take turns being available to answer questions. Selectman Gale will work on a sign and a schedule.

7. Discuss/vote to schedule a Public Hearing with the Board of Selectmen on July 23, 2013 to receive comment regarding a zone change to expand the Village Zone to include Map 25, Lot 11: Selectman Abbott moved to schedule a Public Hearing with the Board of Selectmen on July 23, 2013 to receive comment regarding a zone change to expand the Village Zone to include Map 25, Lot 11, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

OLD BUSINESS

1. Discuss Town Charter revision implementation progress:

- Job descriptions: Job descriptions have been revised.
- Public Works: This will be worked on with the Town Administrator.

OTHER:

1. Minutes of the June 25, 2013 regular meeting: Selectman Littlefield moved to approve the minutes of the June 25, 2013 regular meeting seconded by Selectman Woodsome, voted and passed, **5 yeas**.

PENDING DECISIONS:

1. Schedule a meeting to discuss Selectmen’s goals.

WEEK’S ACTION LIST:

- Selectman Gale will work on a board & committee info table for Old Home Days
- Schedule an executive session to meet with new board & committee applicants

DISCUSSION OF AGENDA ITEMS:

- Discuss Forest Management Plan
- Schedule executive sessions for a legal matter and a personnel matter at the end of next week’s meeting
- Discuss Old Home Days parade and board & committee info table
- Discuss the July 10th York County Commissioners vote to consider censure of the York County Budget Committee
- Discuss use of social media

Chairman Girard read the reminders.

ADJOURN: Selectman Woodsome moved to adjourn the meeting at 7:07 pm, seconded by Selectman Gale, voted and passed, **5 yeas**.

SIGNED: Minutes of June 25, 2013 & Town Administrator Appointment Papers

APPROVED: Date: _____
