

**Waterboro Board of Selectmen
October 1, 2013 Meeting Minutes**

EXECUTIVE SESSION: Selectman Gale moved to go into executive session at 5:30 pm per Title 1 M.R.S.A. §405 (6)(A) to meet with committee applicants, seconded by Selectman Littlefield, voted and passed, **4 yeas**. Selectman Woodsome moved to come out of executive session at 5:58 pm, seconded by Selectman Gale, voted and passed, **4 yeas**.

PRESENT: Chairman Girard, Selectmen Gale, Littlefield & Woodsome, Town Administrator Gary Lamb, Anthony & Heather Machado, Dwayne Prescott, Richard Hall, 1 unidentified man, Administrative Assistant Christina Silberman and IT Manager David Lowe. Code Enforcement Officer Mark Mitchell, Parks & Rec. Director Mike DeAngelis & Assessors' Agent Jerry Daigle were present during reports.

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

ANNOUNCEMENTS: Chairman Girard announced that construction continues on Route 5 near the Elementary School and traffic is down to one lane there. The Lake Ossipee winter draw down will begin on October 15th. Chairman Girard noted that October is Domestic Violence Awareness month and she will be wearing purple in honor of this. Ms. Girard said that every day in this country, three women and one man are killed at the hands of a loved one and Waterboro is not immune to these occurrences. Resources are available for people experiencing domestic violence through Caring Unlimited with York County Community Action.

Selectman Gale announced that York County Head Start has openings for 3 and 4 year olds. People who qualify for the WIC program are eligible to enroll their children in Head Start. If interested call (207) 459-2965.

Selectman Littlefield noted that October is Breast Cancer Awareness month and he encouraged women to have a mammogram. State Police vehicles will feature pink license plates on their vehicles in honor of this.

AGENDA ADDITIONS/DELETIONS: The Machados asked that the consent agreement request be addressed this evening. Chairman Girard explained that the information from the Town Attorney was not ready in time for the packets and abutters have not been notified. This will be addressed at the next meeting. The Machados will be notified if this is not going to be on next week's agenda.

APPOINTMENTS: None

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Girard reviewed the below correspondence;

- a. Treasurer's reports
- b. Rep. Libby's newsletter
- c. Assessors' Agent's October calendar
- d. Planning Board Agenda 10/2/13

REPORTS & STAFF INITIATIVES

a. Assessors' Agent Discuss/vote on abatement requests: Selectman Woodsome moved to approve abatements #14-21 through #14-32 and #14-35, seconded by Selectman Gale, voted and passed, **4 yeas**. Selectman Littlefield moved to approve abatement #14-33, seconded by Selectman Woodsome, voted and passed, **4 yeas**. Selectman Gale moved to approve abatement #14-34, seconded by Selectman Woodsome, voted and passed, **4 yeas**. Mr. Daigle reported on abatements and supplemental tax bills. A discussion was had about an issue with the software. Selectman Gale asked for a written report on the problem and how it will be addressed and prevented from happening in the future.

b. Code Enforcement Officer to discuss Lada Auto Sales: Code Enforcement Officer Mark Mitchell reported on the history of Lada Auto Sales. Last September, Mr. Mitchell said he asked the owner to clean up the property, remove the excess cars and demolish a mobile home that is dangerous. He wrote another letter to the property owner this month and received a response that the mobile home will be removed by November 15th. Mr. Mitchell explained options for enforcement action. Selectman Woodsome asked about the issue with the cars. Mr. Mitchell said the owner has had an auto parts recycler license in prior years, however the license was not granted this year. Selectman Woodsome said that there should be some parameters to be followed. Mr. Mitchell said he can cite the owner with having an unlicensed junkyard and require him to remove the vehicles. The Board asked Mr. Mitchell to report back next week on the actions he has taken.

c. Parks & Rec. Director: Mr. DeAngelis reported that PATCO Construction will be coming on Friday to replace the pavilion. The new pavilion will be 33% larger than the old one. A building permit has been obtained and a foundation has been poured. PATCO is donating labor and materials. Mr. DeAngelis will buy the workers lunch. Staging will arrive tomorrow to finish the shed project. A swap meet is scheduled for October 20th at the Snowmobile Club. There are 3 more senior lunches this year with the final one for the year on Nov. 7th. Mr. DeAngelis said that Gobeil Park is in good shape. The water quality looks fantastic. The filtration system is working well and was drained last year. They are slowly starting to wrap things up for winter. The fall program catalog is now available. Registration dates are Oct. 8th & 22nd from 5 pm-7 pm at the Parks & Recreation office. A free basketball clinic will be scheduled for grades K-6. Two trips have been planned, one to the Oxford Casino on Oct. 11th that is full and one to the Portland Museum of Art on Oct. 29th that has openings. Mr. DeAngelis said there are some new committee members for the Parks & Rec. Committee. The Funergy program is full and it is going well. They had a great summer program which was held at the middle school this year. He hopes to be able to go back to the elementary school next summer. Camp finances were just under \$30,000. This is 1-2% lower than the previous year. Revenues to date are approximately \$37,000. Selectman Gale asked if he has hired the part time assistant that was budgeted for this year. Mr. DeAngelis said he has not. He has spoken with Mr. Lamb about this and he hopes to work on this soon. Mr. Lamb said they are working to address some HR matters. Selectman Woodsome asked how the equipment is running. Mr. DeAngelis said things are running pretty well but there were a couple of issues. Field use has been very busy this year.

d. Selectmen's reports: Selectman Gale reported that the Library Board of Trustees met last week. They are working on a draft to revise their bylaws to align them with the new

Town Charter. A silent auction will be held Oct. 2nd Nov. 13th. They will discuss a library credit card and a strategic plan at the next meeting.

Selectman Littlefield apologized for not attending the goal setting workshop last week and said he had to tend to a family matter.

e. Town Administrator Gary Lamb's report: Mr. Lamb reported that there may be only 1 pay requisition for the water main extension project. Mr. Lamb will attend the MMA Convention Wednesday and Thursday. He will see some of the Selectmen Thursday night when he attends the legal seminar.

NEW BUSINESS:

a. Discuss/vote to approve renewal of a Pawnbroker's License for Waterboro Pawn & Gold: Selectman Gale moved to approve renewal of the Pawnbroker's License with pending the corrections noted by the Fire Department are made, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

b. Discuss/vote on board and committee appointments: Selectman Gale moved to appoint John Wade to the Economic Development Committee and to the Public Safety Committee, Tracey Bossé to the Old Home Days Committee and Debra Harding to the Economic Development Committee, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

c. Discuss outcome of goal workshop and set a date for the next session: A draft of them Selectmen's goals is in the packet. Chairman Girard said that the Board should set up another meeting to discuss these goals. A goal workshop was scheduled for October 17th at 5 pm. Chairman Girard asked the Board to review the draft and share any comments in advance of the next workshop.

d. Discuss/vote on Selectmen's meeting schedule: Chairman Girard said the Board discussed a change to their meeting schedule at their last workshop. The Board proposed meeting on the 2nd and 4th Tuesdays starting in the November. Workshops and brain storming sessions may be held on the alternate Tuesday evenings. Selectman Gale moved that starting in November the Selectmen's regular meetings will be held the 2nd and 4th Tuesday evenings with an adjustment for Christmas Eve in December, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

e. Discuss/vote on Town Administrator's residency: Selectman Gale moved to allow the Town Administrator to reside outside of the community of Waterboro, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

f. Discuss/vote to set up a meet and greet event for the Town Administrator: Chairman Girard said the town would like to set up an informal social event for the community to meet Mr. Lamb and his wife. The Snowmobile Club offered use of their space for this. She is also checking with Woody's for a price to have an event there. Another venue is the Grange Hall. Chairman Girard said she will follow up with Woody's this week and report back to the Board next week.

Mr. DeAngelis said that the Waterboro Association of Businesses is holding their annual meeting at Woody's on Monday, November 4th and he invited the Town Administrator and the Board of Selectmen to attend.

OLD BUSINESS: None

OTHER:

a. Minutes of the September 24, 2013 regular meeting: Selectman Littlefield moved to approve the minutes of the September 24, 2013 regular meeting, seconded by Selectman Gale, voted and passed, **4 yeas.**

PENDING DECISIONS:

a. Discuss making policy changes regarding the use of social media: This is under review and Mr. Lamb will work with Selectman Littlefield to finalize it.

b. Town Charter revision to add a Public Works Department: This is a work in progress.

WEEK'S ACTION LIST:

- Ms. Silberman will follow up on the committee appointments.
- Work to set up meetings for the Public Safety and Economic Development Committees.
- Chairman Girard will follow up on plans for a reception to meet the Town Administrator.
- Contact Waterboro Pawn & Gold re: Fire Dept. to re-inspect for renewal of license.
- Mr. Mitchell will follow up with Selectmen next week re: enforcement action for Lada Auto Sales.
- Ms. Silberman will send notice to the abutters of the Machado property that public comment will be heard for a proposed consent agreement at next week's meeting.
- Mr. Lowe and Mr. Daigle will work to prepare a report on the assessing software glitch

DISCUSSION OF AGENDA ITEMS:

- Discuss consent agreement.
- Discuss plans for reception for Mr. Lamb.

IT Manager David Lowe reported that the new Time Warner Cable Franchise Agreement allows us to connect and maintain existing fiber to allow a transmission for a broadcast location with cameras and equipment at Central Fire Station.

Chairman Girard read the reminders.

Selectman Littlefield praised the Town Administrator and IT Manager for their due diligence regarding a theft of soda money at Town Hall.

ADJOURN: Selectman Gale moved to adjourn the meeting at 7:38 pm, seconded by Selectman Woodsome, voted and passed, **4 yeas.**

SIGNED:

- Minutes of the September 24, 2013 regular meeting.

APPROVED: Date: _____
