

**Waterboro Board of Selectmen
October 14, 2014 Meeting Minutes**

PRESENT: Chairman Woodsome, Selectmen Abbott, Gale, Girard & Littlefield, Town Administrator Gary Lamb, Sharon Abbott, Tammy Wells, Planning Board members Tim Neill & Frank Allen, Administrative Assistant Christina Silberman and IT Manager Dave Lowe. Public Works Director Doug Foglio, Sr. arrived during announcements.

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

PUBLIC HEARING: Chairman Woodsome opened the public hearing to receive comment regarding a proposed amendment to the Zoning Ordinance, Article 2, Section 2.08 – Size Reductions or Increases. Planning Board Chairman Tim Neill explained that the Town Attorney has recommended that this amendment be made so that the Zoning Board of Appeals is responsible for approving variances and not the Planning Board. Chairman Woodsome closed the public hearing. Chairman Woodsome reopened the public hearing after announcements to allow Public Works Director Doug Foglio, Sr. to comment. Mr. Foglio raised a concern with the proposed amendment. He said that it is important to keep this part of the Zoning Ordinance intact. People with preexisting lots will be required to go before the Zoning Board of Appeals if this is changed. The ZBA criteria can be very difficult to meet. He suggested adding a clause in the proposed amendment to allow all structures on preexisting lots to meet the old 7' setback. He expressed concern that Code Enforcement Officers interpret things differently, such as what constitutes a grandfathered lot. It isn't right if one CEO considers a lot grandfathered and then a new CEO does not consider it grandfathered. Discussion was had about preexisting lots, zoning districts and setbacks. Chairman Woodsome closed the public hearing.

ANNOUNCEMENTS: Selectman Littlefield said that there is a tower on Ossipee Mountain that was supposed to be removed and he is wondering why it still there. Mr. Lamb will investigate this.

AGENDA ADDITIONS/DELETIONS: None

APPOINTMENTS: None

HEARING OF DELEGATION: Public Works Director Doug Foglio, Sr. spoke about a large BYOB party that was held at the former St. Stephens church property on Route 5. There were cars parked along the road from the causeway all the way to Lakeside Market. They do not have enough space for parking on the property. If this is allowed to go on, there will be a serious problem with traffic. He suggested adding this area to the no parking zones. Chairman Woodsome said that Route 5 is a State road and asked if the town can do anything. Mr. Foglio said the town does regulate parking in other areas on state roads. Mr. Lamb said that Fire Marshall Lt. Fraser and the former CEO met with the owners of the property and discussed issues that needed to be addressed. They have not had any further contact. Mr. Foglio said it is not just a parking issue. There may be issues with sewerage, sanitation and the structural integrity of the building. Mr. Lamb will contact the property owners about these issues.

Mr. Foglio said that as a business man, he thinks the town should have a full time Code Enforcement Officer that works 5 days a week. People should not have to wait 4 to 5 days for an inspection.

CORRESPONDENCE: Chairman Woodsome reviewed the following correspondence;

- a. Rep. Libby's newsletters
- b. Senator Tuttle's newsletters
- c. Treasurer's Reports
- d. Southern Maine Planning & Development Commission newsletter
- e. Motor Vehicle Agent's September 2014 report

REPORTS & STAFF INITIATIVES

a. Selectmen's reports: Selectman Girard reported that October is Domestic Violence Awareness month. She will be wearing purple this month to signify support for this. She stated that Caring Unlimited, a local domestic violence advocacy group, provided 632 hours of support services to Waterboro residents as well as 195 shelter nights related to domestic violence. Domestic violence is a problem in our community, nationwide and statewide. Every day in this country, 3 women and 1 man are killed by someone that they are in a relationship with. If you know anyone in a violent relationship, the best thing you can do is encourage them to seek help. Caring Unlimited is a free service that provides legal assistance, support groups, shelter and help with resources. They provide support to men and women. Selectman Littlefield added that abuse can be psychological, not just physical.

Selectman Abbott said that the Economic Development Committee is hosting a facilitated Business Summit on Friday, November 21st at the Grange Hall. More information on this will be forthcoming. Chairman Woodsome said this will be for all types of businesses and he encouraged people to attend. Contact persons are Town Planner Tom Ursia and the Economic Development Committee Chairman Leo Binette.

Selectman Gale said that it is Fire Prevention Week. There will be a demonstration at the high school with the scene of an automobile accident excavation and the equipment that is used. The elementary school will have an assembly on fire prevention. There will be a smokehouse demonstration at the fire station. The fire station is hosting an open house on Saturday, October 25th with tours.

Selectman Littlefield said that it also is Breast Cancer Awareness month. He encouraged people to get checked and said that this applies to men as well.

b. Town Administrator Gary Lamb's report: Mr. Lamb reported the following:

- Personnel Policy revision comments from the Town Attorney have been received and are being reviewed.
- Tax bills were mailed out last month. Thank you to many citizens for paying their bills early to help create a healthy cash balance. If you are coming to town hall this Thursday or Friday, the lines may be long at times. People are welcome to drop off their tax payment in a lobby drop box if they do not need a receipt. Any Waterboro property owner who did not receive a tax bill should call town hall.
- Last night, seven of twenty two candidates for the Maine House of Representatives came to our Central Fire Station for the Twelve Town Group sponsored candidate's night.

Maine Municipal staff moderated the event and about 25 citizens and numerous elected officials attended. Revenue sharing, school and road funding costs dominated the conversation.

- Since CEO Mark Mitchell resigned, Mr. Lamb has looked for an interim CEO to hire immediately in addition to our present Deputy CEO Peter Gordon. Mr. Lamb had an interim CEO lined up but last week he declined the offer as he has other retirement plans in mind. Mr. Lamb will push hard to get an ad out and hold interviews ASAP. CEO & Planning Assistant Tammy Bellman is doing a great job under difficult circumstances and either speaks with or emails Peter Gordon daily for building permit and inspection coordination.
- Mr. Lamb and Public Works Director Doug Foglio, Sr. walked three spray insulation contractors through the town hall attic last month to get their advice and estimates on how to reduce the high heat loss through the roof that is causing massive ice dams. The attic space is too warm because of poor ductwork insulation and poor overall heating system design. The ceiling insulation is below the warm ductwork and large air handling units in the attic. There is no insulation just under the roof to keep in the heat.

We are looking at spraying 4-5 inches of high density foam on the roof sheathing and roof rafters, closing off all roof and soffit vents, and making the attic heated space. Preliminary estimates show such work will cost \$40-60K. He has budgeted only \$15K for this year. Spray insulation will require 5-6 working days and a vacant building. If we choose to do this, we would probably have to close completely over two consecutive Fridays thru Mondays for contractors to have two long weekends to do the work.

Such a costly job and poor original design of the heating system also causes us to look at other options per the following:

- Discontinue using the attic system for heating and cooling. Leave it there for now and remove it only if satisfied with other methods. Install high efficiency wall mounted heat pumps in each office for heating and cooling. The front lobby and Selectmen's chambers will need larger units. Two or three smaller offices could be supplied from one larger unit. Such units would give more control over individual room temperatures. If we are satisfied with these units' performance over several years, then we could remove the boiler and attic HVAC system when convenient during the next roofing job.
 - If the wall mounted heat pumps work well but ice dams continue, we could install another foot of rolled fiberglass insulation above the present ceiling layer instead of spray insulation.
 - Instead of spray insulation, we could install a new roof with 4-5 inch thick rigid foam insulation in addition to closing off any ridge and soffit vents. The solutions to this problem are more complex than originally envisioned. He recommends we collect more cost information on different options and then discuss this in detail.
- The Ossipee Lake drawdown will begin Oct 15th and will continue for 3 to 4 weeks as necessary to draw down the lake two feet.
 - He asked if the Selectmen's chambers chairs should be replaced this year.

c. Update on proposed Driveway Ordinance: Chairman Woodsome reported that the Road Review Committee met with the Planning Board last Wednesday to discuss the driveway ordinance and resolve some differences of opinion. The meeting went very well. A proposal will be sent to the Town Attorney for review.

NEW BUSINESS:

a. Discuss/vote to approve proposed amendments to the Zoning Ordinance, Article 2, Section 2.08 – Size Reductions or Increases: Selectman Abbott moved to postpone action on this item to allow Mr. Lamb to clarify the issues brought up tonight, seconded by Selectman Gale, voted and passed, **5 yeas**.

b. 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 for Waterboro Pawn & Gold, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

c. Discuss/vote on Selectmen’s November meeting schedule: Due to the Veteran’s Day holiday on November 11th, the Selectmen will meet on November 18th and 25th for the required two monthly meetings.

OLD BUSINESS: None

OTHER:

a. Discuss/vote to approve the minutes of the September 23, 2014 Regular Meeting: Selectman Littlefield moved to approve the Minutes of the September 23, 2014 meeting, seconded by Selectman Gale, voted and passed, **4 yeas, 1 abstained (Girard-absent)**.

PENDING DECISIONS: None

WEEK’S ACTION LIST:

- Mr. Lamb will follow up on the proposed amendment to the Zoning Ordinance.
- Mr. Lamb will investigate the tower removal issue
- Mr. Lamb will contact the owners of the former St. Stephens Church regarding the building usage.

DISCUSSION OF AGENDA ITEMS:

- Discuss the tax title property foreclosure sale.
- Hold an executive session to meet with a committee applicant.
- Massabesic High School Principal Chris Elkington has an appointment.

ADJOURN: Selectman Abbott moved to adjourn the meeting at 7:42 pm, seconded by Selectman Gale, voted and passed, **5 yeas**.

SIGNED:

- Minutes of the September 23, 2014 Regular Meeting
- Pawnbroker License for Waterboro Pawn & Gold

APPROVED: Date: _____
