

**Waterboro Board of Selectmen Meeting
February 24, 2015 Meeting Minutes**

EXECUTIVE SESSIONS: Selectman Gale moved to enter into Executive Session per Title 1 M.R.S.A. §405 (6)(A) to meet with board and committee applicants at 5:15 pm, seconded by Selectman Littlefield, voted and passed, **3 yeas**. Selectman Abbott arrived at 5:25 pm. Selectman Gale moved to come out of Executive Session at 5:46 pm, seconded by Selectman Littlefield, voted and passed, **3 yeas, 1 abstained (Abbott)**.

PRESENT: Chairman Girard, Selectmen Abbott, Gale and Littlefield, Town Administrator Gary Lamb, Sharon Abbott, Trixie Faunce, Leann Coll, Karen Turgeon, Todd Ward, Jennifer Mayo, Claire Tutt, Heather Silva, April Tucker, Todd Smith, Kristen Carll, Michelle & Cory Donovan, Atty. Chris Neagle, Eric Azara, Charlie Drapeau, Code Enforcement Officer Glenn Charette, Cleo Smith, Brigit McCallum, Tammy Wells, Administrative Assistant Christina Silberman and IT Manager David Lowe. Absent: Selectman Woodsome. Assessor Bob Konczal arrived during appointments and was present for the abatement item under reports. Wade Andrews arrived during reports.

PLEDGE OF ALLEGIANCE: Chairman Girard opened the meeting with the Pledge of Allegiance at 6:01 pm.

Selectman Littlefield moved to discuss and vote on the Old Home Days Committee appointments at this time, seconded by Selectman Gale, voted and passed, **4 yeas**. Selectman Gale moved to appoint Trixie Faunce, Leann Coll, Karen Turgeon, Todd Ward, Jennifer Mayo, Claire Tutt, Heather Silva, April Tucker, Todd Smith, Cindy Durney and Kristen Carll as members of the Old Home Days Committee, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

PUBLIC HEARING: Chairman Girard opened the public hearing regarding proposed amendments to the Tax Acquired Property Ordinance and explained the changes. There were no public comments. Chairman Girard closed the public hearing.

ANNOUNCEMENTS: None.

ADDITIONS OR DELETIONS TO AGENDA: None.

APPOINTMENTS: Discuss/vote on a consent agreement for Cory & Michelle Donovan. Attorney Chris Neagle addressed the Selectmen and explained the request for a consent agreement for the Donovan's property. Their garage was mistakenly built in the wrong place and does not meet the required setback. Mr. Neagle asked the Selectmen to approve a consent agreement with a \$500.00 fine. The Board discussed the matter and the consent agreement process. Selectman Gale moved to approve a consent agreement with a \$500.00 fine, seconded by Selectman Littlefield, voted and passed, **4 yeas**.

HEARING OF DELEGATION: None.

CORRESPONDENCE: Chairman Girard reviewed the following correspondence:

- a. Treasurer's Reports
- b. EcoMaine recycling report
- c. Selectmen's 2/24/15 Public Hearing notice

REPORTS & STAFF INITIATIVES:

a. Assessor - Discuss/vote on a request for abatement: Assessor Bob Konczal explained the request from Eric Azara for abatement of two prior years of taxes for a home that was assessed by the Town of Waterboro in error. The home is actually located on the Limington side of the property. Selectman Littlefield moved to abate the property taxes for the two prior years in accordance with State Statutes, seconded by Selectman Abbott, voted and passed, **3 yeas, 1 nay (Gale)**. Mr. Konczal suggested requiring class D surveys for building permits and discussion was had about this.

b. Code Enforcement Officer report on unsightly property list: Code Enforcement Officer Glenn Charette said that he has not had time to create a list of unsightly properties and he asked for a 30 day extension. The Board explained that a list was created by the previous CEO and they would like a status update on that list. Mr. Charette indicated that he does not have that list. Mr. Lamb said he will work with Mr. Charrette to review the previous list and they will report back to the Selectmen.

c. Selectmen's reports: Selectman Abbott reported that the Economic Development Committee has reviewed the data from their summit and they are working diligently to complete their chapter for the comprehensive plan update.

Selectman Littlefield offered congratulations to Zac Richard, Trevor Walton and Mike Risti of Massabesic High School for their wins at the State wrestling championship.

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

Front office vacancy: We received 142 applications that he has reviewed. There were about 14 with town office experience and he hopes to get this down to 6 for interviews. He hopes to have a recommendation by the end of March.

County EMS personnel bill: LD 166 was introduced to the Legislature to possibly allow York County government (not the Sheriff's office) to supply EMT/Paramedic services for direct contract to five specific towns; Acton, Shapleigh, Newfield, Limerick & Parsonsfield. This would be for contracted paramedic level emergency response staff to respond to a scene or conduct an ambulance intercept. This is NOT, at least at this time, a plan to have the county buy and maintain an actual ambulance. The volunteer contract towns will pay 100% of the costs and zero county tax dollars will be used for this service, according to York County Administrator Greg Zinser today. As of Feb 23rd, this bill had been written and referred to the State and Local Government Committee.

Ice dams on town buildings: The library, central station and town hall have all had severe ice dams and water leaking into the buildings. Last week, town hall ice dams were at or exceeding 18" thick. Pete Cote cannot keep up with a simple roof rake. Water came into Selectmen's chambers and Christina's office. Three firemen, (Matt, Mike F. and Dan Roy), Selectman Jon Gale, Pete Cote, Nathan McCoy and Tom Blackburn attacked the town hall roof with aerial ladder, hot water pressure washer and all manner of hand tools. They worked most of a day to clear the roof of ice and snow, about 40 man hours in total. We need to properly budget for some insulation/roof changes at all three buildings. I have put in \$50K as a place holder for town hall attic spray insulation but we should also look at costs for a new insulated roof on top of the existing roof sheathing. Doug and I have yet to price out costs for the library. I think the fire station first needs funds for an architectural

needs study and eventual addition to central station to accommodate our growing staff and residential students.

Library air quality: Testing was done at the library and the indoor air quality was very good, kind of surprising considering we have several hundred square feet of exposed dirt floor in the basement!

Comprehensive Plan public meetings: Two meetings are tentatively scheduled for Wed May 13 at 6pm and Sat May 16th at 9am. Stay tuned FMI and possible date changes as spring approaches.

NEW BUSINESS

a. Discuss/vote on a board & committee appointments: Selectman Gale moved to appoint Katy Mann to the Planning Board, voted and passed, **3 yeas, 1 abstained (Abbott)**.

b. Discuss/vote to appoint Glenn Charette as an additional Health Officer: Selectman Littlefield moved to appoint Glen Charette as a second Health Officer for the Town of Waterboro, seconded by Selectman Gale, voted and passed, **4 yeas**.

c. Discuss/vote to amend the Tax Acquired Property Ordinance: Selectman Littlefield moved to approve the amendments to the Tax Acquired Property Ordinance as provided by the Town Attorney, seconded by Selectmen Gale, voted and passed, **4 yeas**.

OLD BUSINESS:

a. Discuss what information is needed for a food pantry in concept: Selectman Gale moved to add a vote to the agenda to lease land to the food pantry, seconded by Selectman Littlefield, voted and passed, **4 yeas**. Selectman Gale moved to lease a parcel of land for a 10 year period for \$1.00 per year to be signed when a Waterboro Food Pantry has non-profit status, seconded by Selectman Littlefield, voted and passed, **2 yeas, 2 nays (Abbott & Littlefield) - motion fails**. Selectman Littlefield moved that the Board of Selectmen are in conceptual agreement of a food pantry contingent upon successful acquisition of a 501c3 and a building plan that they can see, seconded by Selectman Abbott, voted and passed, **4 yeas**. Selectman Abbott clarified that this is a vote to endorse the concept of leasing property that could house a building and a food pantry.

OTHER

a. Discuss/vote to approve the minutes of the February 10, 2015 regular meeting: Selectman Littlefield moved to approve the minutes of the February 10, 2015 regular meeting, seconded by Selectman Abbott, voted and passed, **4 yeas**.

PENDING DECISIONS:

a. Discuss strategies for implementing the Comprehensive Plan.

WEEK'S ACTION LIST:

- Schedule additional board/committee applicant interviews.
- Obtain a list of all consent agreements issued over the past 10 years, confirm if there is a maximum fine and build some standards on penalty amounts.
- Mr. Lamb will work with Mr. Charrette on a proposal to require class d surveys for building permits for the Selectmen to review.

DISCUSSION OF AGENDA ITEMS

- Conduct an executive session beginning at 5:30 pm and another following the meeting for board/committee applicants.
- Discuss/vote on board/committee appointments.
- Discuss/vote on a change of zone request fee.
- Conduct a quarterly budget review.

ITEMS NEEDING SIGNATURE

- a. Minutes of the February 10, 2015 regular meeting
- b. Consent Agreement

The Board recessed briefly prior to entering executive session.

EXECUTIVE SESSION: Selectman Gale moved to enter into Executive Session per Title 1 M.R.S.A. §405 (6)(A) to discuss a personnel matter at 7:24 pm, seconded by Selectman Littlefield, voted and passed, **4 yeas**. Selectman Abbott left at 7:45 pm. Selectman Gale moved to come out of Executive Session, seconded by Selectman Littlefield, voted and passed, **3 yeas**.

ADJOURN: The meeting adjourned at approximately 7:50 pm.

APPROVED: Date: _____
