

**Waterboro Board of Selectmen Meeting
July 28, 2015 Meeting Minutes**

PRESENT: Chairman Abbott, Selectmen Gale & Girard, Cleo Smith, Julie Kelley, Fran Poisson, Roxanne Wright and Administrative Assistant Christina Silberman. Justin Rice arrived during reports and left at 6:30 pm. Selectman Woodsome arrived at 6:13 pm.

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

ANNOUNCEMENTS: None.

ADDITIONS OR DELETIONS TO AGENDA: None.

APPOINTMENTS: None.

HEARING OF DELEGATION: None.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. "Save the Date" info for the Jensen Baird Gardner Henry Municipal Client Seminar.
- c. Board & Committee vacancy list
- d. EcoMaine recycling reports

REPORTS & STAFF INITIATIVES:

a. Selectmen's reports: Selectman Girard said she attended the boardsmanship workshop with the Town Attorney and it was nice to see a number of boards and committees represented there. She would like to see the Town hold more workshops like this in the future.

Selectman Gale reported that the Library had a successful book and bake sale.

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

Road Project updates

- Straw Mill Brook Road grinding was completed July 27TH. The road base will be graveled up another 6-12 inches which will take about 5 trucks and most of this week. Base coat paving will follow in August along with shoulder and final cleanup work.
- Deering Ridge Road drainage work will continue. This project, including paving, should be completed by mid-September.

Salt shed update: Test pits dug on June 26th showed very good soil weight bearing capacity for this very heavy building when full of sand/salt. The site plan is in progress with Sebago Technics and we hope to have initial Planning Board review in August. The bid specs and RFP will proceed concurrently with the Planning Board review.

Town Hall roof update

- We walked three insulation contractors through our attic to estimate costs to spray the underside of our roof rafters and seal off all of the soffit and ridge vents (\$40-50K). Even though our attic would then become much more of a heated space, the insulation should stop ice dam formation above because the shingles would be cold. The building cannot be occupied during such a spray operation because of air quality concerns. With the maze of ductwork in our attic, we will either have to close town hall for a solid

week or have the contractors work two long weekends with town hall being closed to the public and employees for two Fridays and two Mondays. The R value for this spray foam is 6 units per inch of foam. Spraying can be done but the insulation thickness is totally up to the wand operator and our attic is not an easy place to crawl around on your back. I am leery of the consistency in spray insulation thickness because of this.

- Our other alternative is to strip the existing roof shingle layer, attach three inch rigid foam sheets, plywood sheathing, at least two courses of ice and water shield, then 30 year shingles or metal roofing on top. The R value for such insulation is about 7 units per inch of insulation, so about the same insulation benefit as the spray foam. Our materials-only costs for this conventional shingle roof replacement is just over \$30K. To install metal roofing instead of shingles would cost an additional \$22,000 bringing the metal insulated roof price to \$52K for materials only. We are still working on obtaining more accurate labor costs but estimate labor to be \$30K either way.

- With a 13 year old roof that has some wear and tear from ice damage and foot traffic, I am leaning towards rigid insulation and conventional shingle roof replacement, but will wait for more accurate labor figures before deciding.

- **Town Hall move update:** We moved three staff offices on July 17th. The Assessor moved to the former Town Administrator's office to get Assessing, CEO and Planning all in one wing. General Assistance moved to the former Assessing office and the Town Administrator's office moved to the former General Assistance office. Thanks to all who helped, especially Dave Lowe who worked extra time getting us all hooked back up.

Legal workshop: On July 22nd, Town Attorney Natalie Burns and Town Planner Lee Jay Feldman conducted a Boardmanship and legal workshop here in town hall. About 18 people attended from seven town boards and committees, excellent! The info was well received.

End of year: We continue to pay last year FY 14/15's bills from FY 14/15 budget funds through July 31st. Audit prep is continuing with documents we are gathering for the auditors after end of year.

Public Safety Committee recommendation: The Public Safety Committee provided documents for the Selectmen. They would like to attend the August 11th Selectmen's meeting to discuss the information. Sheriff King is tentatively available that evening as well.

NEW BUSINESS

a. Discuss/vote to approve a lease for the food pantry: Chairman Abbott said that the proposed lease agreement for Town owned land to the food pantry has had some revisions already and will probably need more. Cleo Smith explained the revised layout of the proposed food pantry. She said the food pantry is looking for a 99 year lease from the Town for the land. Ms. Smith said they would like to use other land that is not included in the lease for a driveway until the town needs to use it. The proposed lease was reviewed, questions were raised and recommendations for additional changes were made. Selectman Girard said that MDOT (Maine Department of Transportation) will have to issue an entrance permit for the driveway. As with Dollar General, MDOT may require that the entrance be placed on a secondary road. Selectman Girard would rather see the entrance to the proposed food pantry located on Moonpenny Lane on the land already owned by the food pantry. Selectman Woodsome expressed concern with

maintaining a 50' right of way for access to additional Town own land behind the area proposed for the food pantry. Ms. Smith said that she has an opportunity for volunteers to assist with clearing the smaller brush on the property. The Board agreed that the volunteers may begin clearing the brush before the lease is finalized. Mr. Lamb will follow up on the changes. The Board will try to finalize the lease with a special meeting before their workshop on August 4th if everything is in order. If not, they will have it at their regular meeting on August 11th.

b. Discuss/vote to approve renewal of a State Malt, Spirituous and Vinous Liquor License for the Fraternal Order of Eagles at 1050 Main Street: Selectman Gale moved to approve renewal of the State liquor license for the Fraternal Order of Eagles, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

c. Discuss/vote to consider reappointment of a board member: Selectman Girard moved to reappoint Diane Gray to the Assessing Board of Review, seconded by Selectman Woodsome, voted and passed, **4 yeas**.

OLD BUSINESS:

a. Discuss possible sale of town owned property on West Road: Mr. Lamb said that from what he found today about this lot, the ownership is now in question. He thinks the Town needs to have a survey done. Deed research done with Steve Everett last week was unclear. The Board agreed that Mr. Lamb should move forward with having a full boundary survey and deed research done for the property at a cost of \$5,000 to \$7,500. This cost could be recouped if the property is sold.

OTHER

a. Discuss/vote to approve the minutes of the July 14, 2015 regular meeting: Selectman Girard moved to approve the minutes of the July 14, 2015 regular meeting with a correction under “present” to refer to “Chairman” Abbott and “Selectman” Girard, seconded by Selectman Gale, voted and passed, **4 yeas**.

PENDING DECISIONS: None.

WEEK’S ACTION LIST:

- Mr. Lamb will follow up on the items needed to finalize the lease for the food pantry. He will also look at the other town leases.
- Mr. Lamb will finalize details for the snowplow bid.
- Make note of what each Town Ordinance does in preparation for the workshop next week.

DISCUSSION OF AGENDA ITEMS

- Food pantry lease.
- Have discussion with the Public Safety Committee at the August 25th meeting.

MEETING REMINDERS: Chairman Abbott reviewed the following meeting reminders.

Mon	8/03/15	6 pm	Community Garden Committee	Old Town Hall
Tues	8/04/15	6 pm	Selectmen’s Workshop	Town Hall
Wed	8/05/15	3 pm	Economic Development Committee	Town Hall
Wed	8/05/15	7 pm	Planning Board	Town Hall
Mon	8/10/15	6:30 pm	12 Town Group	Town Hall

Mon	8/10/15	6:30 pm	Parks & Recreation Committee	Old Town Hall
Mon	8/10/15	7 pm	Cemetery Committee	Old Town Hall
Tues	8/11/15	6 pm	Selectmen's meeting	Town Hall
Wed	8/12/15	10 am	Senator King's office outreach	Town Hall
Wed	8/12/15	6 pm	Road Review Committee	Old Town Hall

ITEMS NEEDING SIGNATURE

- a. Minutes of the July 14, 2015 Regular Meeting
- b. Eagles Club liquor license

ADJOURN TO EXECUTIVE SESSION: Selectman Girard moved to adjourn the regular meeting at 7:26 pm and enter into executive session in 5 minutes per Title 1 M.R.S.A. §405 (6)(A) to conduct a performance review for the Town Administrator, seconded by Selectman Gale, voted and passed, **4 yeas**. Selectman Girard moved to come out of executive session at 8:17 pm, seconded by Selectman Gale, voted and passed, **4 yeas**.

APPROVED: Date: _____
