

**Waterboro Board of Selectmen Meeting
October 27, 2015 Meeting Minutes**

EXECUTIVE SESSION: Selectman Woodsome moved to enter into Executive Session per Title 1 M.R.S.A. §405 (6)(A) to meet with a board and committee applicant at 5:29 pm, seconded by Selectman Littlefield, voted and passed, **5 years**. Selectman Woodsome moved to come out of Executive Session at 5:50 pm, seconded by Selectman Littlefield, voted and passed, **5 years**.

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, State Rep. Dwayne Prescott, Transfer Station Manager Clint Andrews, Administrative Assistant Christina Silberman & IT Manager David Lowe. Code Enforcement Officer Glen Charette was present during new business items b through f.

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

ANNOUNCEMENTS: None.

ADDITIONS OR DELETIONS TO AGENDA: Selectman Gale moved to add item i to New Business to review the town hall roof bids, seconded by Selectman Littlefield, voted and passed, **5 years**. (A vote was also added under Reports & Staff Initiatives item c.)

APPOINTMENTS: None.

HEARING OF DELEGATION: State Rep. Dwayne Prescott outlined information about Question 1 that will be on the ballot in the upcoming State Election on November 3rd regarding clean elections (funding). He urged constituents to call him at (207) 710-1614. He will provide a bullet point outline of this information for the Selectmen to review.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Librarian's report
- c. Letter of thanks from York County Shelter Programs

REPORTS & STAFF INITIATIVES:

a. Selectmen's reports: Selectman Woodsome reported that the West Road construction should be done tomorrow for the fall. He also said that Dollar General had their grand opening Saturday morning with a great turnout.

Selectman Girard provided a copy of the survey the Twelve Town Group will distribute regarding broadband internet. The surveys will be available at the polls on Election Day, at Town Hall and posted on the website. She will collect and tally the surveys for Waterboro. They are trying to determine what internet speeds folks are experiencing and if there is a drop in speed or service. The Twelve Town Group will review the survey results at their January meeting to determine if there is an interest from the municipalities

in looking at broadband expansion, looking at sources of funding and seeing if there is interest in collaborating. It is a very expensive endeavor.

Selectmen Littlefield reported on a press release announcing that the Town received a dividend check just shy of \$5,000.00 from Maine Municipal Association due to the programs the town has in place for loss prevention. He reported that IT Director David Lowe often goes above and beyond in his duties. He recently assisted the Fire Department to input data from Apple to PC for a training program they were hosting 65 firefighters from several agencies. Selectman Littlefield remarked on a notification that property cleanup was done recently on Route 202. The Code Enforcement Officer, Glenn Charette, has been tasked by the Board with identifying eyesore properties and asking the owners clean up the property. He gave Kudos to Mr. Charette for his work.

Selectman Gale also recognized IT Manager David Lowe for his work assisting with the Waterboro Photo Days. Last Tuesday, the Board discussed the Comprehensive Plan and a community center. He has spoken with Parks & Recreation Director Mike DeAngelis about the recreation part of a community center. They will discuss this further and a written recommendation will be made.

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

Staff/HR: The two new staff members, Deputy Town Clerk Christine Torno and Customer Service Rep. Georgia Hall, are working out well. Georgia is now on her Tuesday and Friday schedule and Christine is Tuesday through Friday.

Deering Ridge Rd./Straw Mill Brook Rd.: The base paving has been completed. Straw Mill Brook Rd. ditch grading will be done soon. Final gravel edge shaping for both roads may have to wait until spring because we are just about out of town gravel at our pit.

Audit prep update: RHR Smith's audit field work began here Monday Oct 5th and the audit is 80% complete. Chris Backman will be back during the week of Nov 2nd for the remaining field work. The audit should be completed by the end of November.

Municipal buildings: The Town hall roof RFP process is underway with three companies' site visits conducted recently. In addition to RFP posting I contacted 16 roofing companies in York and Cumberland counties. Bids were due noon today Oct 27th.

Library: Pete Cote opened up the library's back shed attic space and found zero insulation above parts of the ceiling. We will be adding insulation there. The front part of the Library attic also needs more insulation and venting work. We will be laying down a new plywood catwalk in the attic after widening the ceiling access door. Then we will blow in more insulation, remove a front window and install a vent to get more cold air above the insulation.

Storage: The masonry storage room in the old section of town hall has been cleaned out, new shelves were installed, and valuable town records are once again being stored there. We are monitoring the heat and humidity to prevent future problems.

Central Station: Two new Modine propane heating units are being added to Central Station's bay because the in floor heat does not keep the bay warm enough to work in. We will replace the single above ground propane tank with two underground tanks, which are free. We are doing this because our above ground tank froze up last winter because it was buried in snow and never got any sun to warm up.

An RFP is in process for initial architectural design for a possible addition to Central Station. Bids are due by noon on Monday November 9th. Selectmen can review bids at their Nov 10th meeting.

Salt Shed: Bid documents have been drafted. Public Works Director Doug Foglio and I are providing comments. There is no pressing need to build during winter conditions so we will not try to start construction until spring. Our goal is to have the structure operational by the end of August 2016.

Health insurance rates: New rates will be available soon. Increases for some plans might be as much as 11%.

Dept. of Labor: I have requested a Dept. of Labor compliance inspection for all town buildings and operations. This is good preventative maintenance because if they find deficiencies we get to correct them with a guarantee of zero fines. The inspections will be on Friday Dec 4th, mostly at our two fire stations and on Monday Dec 7th for Town Hall, Transfer Station, Library and Public Works Garage.

c. Transfer Station Manager Clint Andrews: Mr. Andrews remarked that when the Dept. of Labor does an inspection, they will provide 60-90 days to complete items they find that need to be addressed. The town was asked to send a letter to the Dept. of Labor when items found in a previous inspection were addressed and the Dept. of Labor did not come back for another inspection. Mr. Andrews discussed the Waterboro/Hollis Transfer Station Usage Agreement. If approved, Hollis residents will pay \$25.00 per year for a sticker to use the Waterboro Transfer Station. Mr. Lamb will provide the agreement to Hollis for approval. Mr. Andrews said that revisions to the Transfer Station Policies are needed and the proposed revisions were in the packet. Selectman Littlefield moved to add an item to **discuss/vote** now to approve the agreement and revised Transfer Station Policies, seconded by Selectman Gale, voted and passed, **5 years**. Selectman Girard moved to approve the revised Transfer Station Policies and the Waterboro/Hollis Transfer Station Use Agreement, seconded by Selectman Littlefield, voted and passed, **5 years**.

NEW BUSINESS:

a. Discuss/vote on board & committee applicants: Selectman Woodsome moved to appoint Tim Neill to the Zoning Board of Appeals, seconded by Selectman Littlefield, voted and passed, **5 years**.

b. Discuss board and committee attendance: Selectman Girard indicated that there is a member of the Road Review Committee that has had poor attendance. Ms. Silberman was asked to obtain attendance reports for the town boards/committees. Any members with less than 70% attendance will be sent a letter asking if they wish to continue serving. If a member does not respond by a certain date, it will be assumed that they do not wish to continue and they will be removed from the board/committee. A report will be provided to the Selectmen regarding who received a notice.

c. Discuss/vote on FEMA flood maps: Code Enforcement Officer Glenn Charette reviewed the proposed updates to the FEMA flood plain maps. These were sent electronically and displayed on the projector for review. Mr. Charette said that municipalities have until November 15th to decide whether or not to accept the new maps. After viewing the maps, Selectmen indicated that it was difficult for them to decide whether or not the proposed new flood plains are accurate. The Board would prefer paper maps to review. Mr. Lamb will look into having these maps printed by SMPDC and he and Mr.

Charette will review them for any obvious issues. If the Selectmen take no action, the new maps will go into effect sometime in 2017. This will be discussed further at the next Selectmen's meeting.

d. Discuss/vote to approve renewal of a Junkyard Permit for Richard and Robin Lavigne at 1190 Main Street: Selectman Woodsome moved to approve renewal of a Junkyard Permit for Richard and Robin Lavigne, seconded by Selectman Littlefield, voted and passed, **5 years**.

e. Discuss/vote to approve renewal of a Junkyard Permit for Danny Laskey at 1533 Goodwins Mills Road: Selectman Woodsome moved to approve renewal of a Junkyard Permit for Danny Laskey, seconded by Selectman Littlefield, voted and passed, **5 years**.

f. Discuss/vote to approve renewal of a Pawnbroker's License for Waterboro Pawn & Gold: Chairman Abbott indicated that there are some issues with storage. Mr. Charette said that fuel fired equipment is being stored in the basement and this is a code violation. Owner, Dan Sylvestre, said he would make the room code compliant for such storage or will empty the fuel tanks. Mr. Sylvestre later indicated that he is in the process of emptying the fuel tanks. His current license expires on October 31st. Selectman Girard noted there is an issue with the ceiling also. Selectman Girard moved to approve renewal of the Pawnbroker's License for Waterboro Pawn & Gold pending the CEO visiting the business to ensure the combustible situation is resolved, seconded by Selectman Gale. Selectman Littlefield said he would like the Fire Dept. to inspect again also. Selectman Woodsome questioned what is being done with the fuel that is removed. The motion was then voted and passed, **5 years**.

g. Review FY 15-16 1st Quarter Budget: Mr. Lamb conducted a review of expenditures and revenues for the first quarter of the FY 15-16 budget.

h. Discuss holding a Special Town Meeting: Chairman Abbott said that a Special Town Meeting will be needed to cover the shortfall in the snowplow contract because the bid was higher than what was budgeted. The board discussed other things that could be included such as additional gear for new volunteers at the Fire Dept. and insurance cost overages. The Board will review this again after the first of the year.

i. Review roof bids. Mr. Lamb reviewed the bids received for the town hall roof. These are higher than anticipated. Mr. Lamb said this can wait another year. He will follow up with Public Works Director Doug Foglio and will also speak with an insulation engineer. No bids were accepted.

OLD BUSINESS: None.

OTHER:

a. Discuss/vote to approve the minutes of the October 13, 2015 regular meeting: Selectman Girard moved to approve the minutes of the October 13, 2015 regular meeting with a correction to her report on domestic violence to reflect that Maine is ranked 9th in the nation in the number of domestic violence related homicides (not in domestic violence situations), seconded by Selectman Woodsome, voted and passed, **3 years, 2 abstained (Littlefield & Woodsome-not present)**.

PENDING DECISIONS:

a. Review Comprehensive Plan task list: Chairman Abbott reported that their workshop on this went well last week.

WEEK'S ACTION LIST:

- Mr. Lamb will follow up with the Hollis Transfer Station Use Agreement.
- Mr. Lamb will follow up on the town hall roof.
- Next Tuesday, Nov. 3rd the Board will meet to review RSU #57 applicants and will meet again on Thursday, Nov. 5th to interview applicants.
- Mr. Lamb will continue to investigate a property on West Road that the town may be interested in purchasing for future athletic fields.

DISCUSSION OF AGENDA ITEMS:

- Review FEMA flood plain maps under Old Business.
- Revisit board and committee applications and reschedule the missing applicant from tonight.

ITEMS NEEDING SIGNATURE:

- a. Minutes of the October 13, 2015 regular meeting
- b. Waterboro/Hollis Transfer Station Use Agreement

ADJOURN: Selectman Woodsome moved to adjourn the meeting at 7:58 pm, seconded by Selectman Girard, voted and passed, **5 yeas**.

APPROVED: Date: _____
