

**Waterboro Board of Selectmen Meeting  
December 8, 2015 Meeting Minutes**

**PRESENT:** Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, RHR Smith Auditor Chris Backman, Deputy Treasurer Julie Giles, Administrative Assistant Christina Silberman & IT Manager David Lowe.

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

**ANNOUNCEMENTS:** Chairman Abbott reminded people that Maine has had a lot of scam calls from someone claiming to be from the IRS. People should watch out for this. He reported that the annual employee/volunteer holiday dinner was held last Friday. He wished a speedy recovery to Tim Neill's mother-in-law.

**ADDITIONS OR DELETIONS TO AGENDA:** Selectman Littlefield moved to add an item under New Business for approval of the State Game of Chance license for the Eagles Club, seconded by Selectman Gale, voted and passed, **5 yeas**. Selectman Littlefield moved to add an item under New Business to accept the audit report, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

**APPOINTMENTS:** RHR Smith Auditor Chris Backman presented the FY 2014/2015 town audit. He said that the draft is not fully complete because there is a new note disclosure required for Maine PERS that should be completed within the next two weeks. This will not affect the numbers that he will report on tonight. Mr. Backman outlined the audit and answered questions from the Board. The Board thanked Mr. Backman for coming in.

**HEARING OF DELEGATION:** None.

**CORRESPONDENCE:** Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Thank you letter from Maine Old Cemetery Assoc. for Waterboro Cemetery Committee hosting a workshop
- c. Leavitt's Mill Free Health Center newsletter
- d. Public Hearing notice for General Assistance Ordinance amendments

**REPORTS & STAFF INITIATIVES:**

**a. Selectmen's reports:** Selectman Gale thanked Leo and Sandy Binette for their generous contribution providing most of the food for the employee/volunteer holiday dinner. He asked that a letter of thanks be sent to them. He also thanked Christina Silberman for her help organizing the event and Pete Turgeon for cooking. Ms. Silberman thanked Selectman Gale for his work also.

Selectman Girard thanked the people that took the time to complete the broadband survey. The 12 Town Group will discuss the results at their meeting in January. She said it is interesting to see how many people in our community are still on dial up for internet. The survey period is now done.

Selectman Woodsome reported that the Maine Department of Transportation meeting held here last Tuesday went well. RSU #57 had concerns with the bus turnarounds and he has the understanding that the issues have been resolved. He also reported that the cost of gas is under \$2.00 in town today. Selectmen Woodsome said that he heard complaints about the Transfer Station being closed on the Friday after Thanksgiving. He asked that a sign be put up on the gate in advance to notify people of closures in the future.

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

**Fire station:** A bid of \$9,800 from Port City Architects was recently accepted to create a concept floor and site plan for a possible addition to our Central Station. Chief Bors and I had our initial meeting yesterday with architect Andy Hyland and CAD designer Jason Pica. We toured the building, including the attic, and then discussed our existing building's shortcomings and possible future usage. We set two work plan deadlines. The first deadline is Tuesday, January 12, 2016 for an initial presentation to Selectmen on what challenges they see and information on a range of solutions. The next deadline is that by Tuesday, March 8 2016, the architects will present their final concept study report complete with suggested interior floor plan, exterior site plan and a cost estimate. In between these two dates, meetings and discussions may occur with staff, public safety, Selectmen and perhaps other committees. This March 8<sup>th</sup> date should give Selectmen and the Budget Committee time to decide whether or not a warrant article should be proposed for the June, 2016 Annual Town Meeting.

**Hollis:** Hollis residents' usage of our Transfer Station began this month. Special stickers will cost Hollis residents \$25 per vehicle. These stickers will only be available at our Transfer Station. Hollis residents will not be able to bring household waste or recycling. They will be able to bring all other materials and will pay the same fee that Waterboro residents pay, as agreed at a recent joint meeting of Hollis and Waterboro Selectmen. We estimate 200-300 Hollis residents will take advantage of this.

**Chamber:** I attended a Biddeford Saco Chamber meeting today. The speaker was the President of the Maine Association of Mediators who discussed how mediation services can greatly reduce court costs to businesses and municipalities for resolution of legal disputes. Court and State statute mandated mediation is becoming more common to save on court costs and to free up court docket time.

**Dept. of Labor:** Day one of our voluntary Dept. of Labor compliance inspection occurred on Friday, December 4<sup>th</sup>. The inspector spent most of the day at our two Fire Stations, and then some time at Town Hall. She will return on Monday, December 21<sup>st</sup> to finish Town Hall as well as do the Library and DPW Garage. There will be a report of any deficiencies that need correcting but no fines will be attached because we requested the inspection.

**Canvas breezeway:** In between this building and the old Town Hall, you may have noticed that the canvas was all ripped up and the zippers were gone along the breezeway. Instead of spending \$3,500 at a canvas shop, new zippers were installed for \$200 by the Mending Mouse of Hollis, ME.

Selectman Littlefield asked Mr. Lamb to discuss a meeting that he attended with Maine and New Hampshire Town Managers and Town Administrators. Mr. Lamb said that there was an excellent discussion of human resource challenges, including health insurance. There were roughly 70 people there with about 2/3 – 3/4 from Maine. They try to meet once a year. The meeting was held in Portland and the speakers were excellent.

**NEW BUSINESS:**

**a. Discuss/vote to schedule a public hearing to amend the Zoning Ordinance, Article 2, Section 2.08 – size reductions or increases:** Selectman Girard moved to hold a public hearing on January 26, 2016, seconded by Selectman Littlefield, voted and passed, **5 years**.

**b. Discuss/vote to approve the Eagles Club State Game of Chance License:** Selectman Girard moved to approve the State Game of Chance license for the Eagles Club, seconded by Selectman Woodsome, voted and passed, **5 years**.

**c. Discuss/vote to approve the audit:** This item was postponed.

**OLD BUSINESS:**

**a. Discuss/vote to approve changes to the Purchase Policy:** Selectman Girard moved to approve changes to the Purchase Policy as recommended by the Town Administrator, seconded by Selectman Gale, voted and passed, **5 years**.

**b. Discuss Personnel Policy changes:** Mr. Lamb outlined proposed changes to the Personnel Policy and asked for input from the Board.

**OTHER:**

**a. Discuss/vote to approve the minutes of the November 24, 2015 regular meeting:** Selectman Girard moved to approve the minutes of the November 24, 2015 regular meeting, seconded by Selectman Littlefield, voted and passed, **5 years**.

**PENDING DECISIONS:**

**a. Review Comprehensive Plan task list:**

**WEEK’S ACTION LIST:**

- Mr. Lamb will send a letter of thanks to Leo and Sandy Binette.

**DISCUSSION OF AGENDA ITEMS:**

- Town Report dedication.
- Hold the Public Hearing and vote on General Assistance Ordinance amendments.

**ITEMS NEEDING SIGNATURE:**

- a.** Minutes of the November 24, 2015 regular meeting
- b.** Eagles Club State Game of Chance License

**ADJOURN:** Selectman Woodsome moved to adjourn the meeting at 7:55 pm, seconded by Selectman Girard, voted and passed, **5 years**.

**APPROVED:** Date: \_\_\_\_\_

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