

**Waterboro Board of Selectmen Meeting  
December 22, 2015 Meeting Minutes**

**PRESENT:** Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, the Walker/Harrison family, WAB President Leo Binette, Deputy General Assistance Director Nancy Johnson, 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.

**PUBLIC HEARING:** Chairman Abbott opened the public hearing to hear comment on proposed amendments to the General Assistance Ordinance. Deputy General Assistance Director Nancy Johnson outlined the amendments to the General Assistance Ordinance. Ms. Johnson said that the State reimbursement rate is now at 70% instead of 50%. Chairman Abbott closed the public hearing.

**Discuss/vote to approve amendments to the General Assistance Ordinance as presented:** Selectman Gale moved to approve the amendments to the General Assistance Ordinance, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

**ANNOUNCEMENTS:** Selectman Girard offered condolences to the family of James Gendron who passed away yesterday. Mr. Gendron was a long time member of the Road Review Committee and served on the Public Safety Committee also.

**ADDITIONS OR DELETIONS TO AGENDA:** None.

**APPOINTMENTS:** Waterboro Association of Businesses (WAB) President Leo Binette presented Deputy General Assistance Director Nancy Johnson with a check for \$2,500 for fuel assistance raised by "WAB for Warmth". Mr. Binette also announced that the Deck the House Holiday Light Contest winner is the Walker/Harrison family of 74 Mayfair Dr., a/k/a the North Waterboro Pole. They also serve as a Toys for Tots drop off. The family has a very interactive display and they are also active members of the community. Chairman Abbott extended thanks on behalf of the Board to WAB for their donation to help the community.

**HEARING OF DELEGATION:** None.

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

- a. Treasurer's reports
- b. Motor Vehicle Agent's November 2015 report
- c. Letter from Saco River Community Television re: 2016-17 budget
- d. Librarian's November 2015 report
- e. EcoMaine recycling reports
- f. 1/26/16 Public Hearing notice for proposed amendment to the Zoning Ordinance

**REPORTS & STAFF INITIATIVES:**

- a. **Selectmen's reports:** Selectman Woodsome wished everyone Happy Holidays.

Chairman Abbott reported that he attended a Planning Board public hearing with a number of others to comment on proposed design review standards. This is just a start and it may flip flop due to public input before they are done. The Planning Board did a good job. A lot of people had constructive comments. It is sad that there are some members of the public attacking the Planning Board before they know what is going on. This is part of being in a small town. The Planning Board will have many more sessions to review this for those that wish to be involved.

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

**Fire Station:** The January 12<sup>th</sup> Selectmen's meeting is the date for an initial presentation on what Port City Architects sees as architectural and space challenges at our Central Fire Station and perhaps a little information on range of solutions. On Tuesday March 8<sup>th</sup>, the architects will present their final concept study report complete with suggested interior floor plan, exterior site plan and cost estimate.

**Firefighting gear replacement:** Much of our firefighters turnout gear is from 60 sets purchased in 2003. We have repaired as much as we can but several sets of this gear are in need of replacement annually. Normal wear and tear on our 1,200 accident and fire calls annually can occasionally render even a brand new set of gear unfit for duty. In addition, Waterboro continues to grow and our Fire Department is blessed with numerous new members of our call department and they all need turnout gear. We budgeted for 6 sets of gear in the FY 15/16 budget, but we need 13 more. I have directed the Fire Chief to order the additional gear our firefighters should have. At \$2,000 to \$2,500 per person (depending on need for new boots), this equipment line will obviously be overdrawn this year. However, our audit verifies we have over \$64,000 in our EMS equipment line, and these funds can be used for such equipment purchases with Selectmen approval. So if we find ourselves in late June needing to bring the Fire Department budget back into balance because of the cost of this extra turnout gear, Selectmen could authorize a transfer from this existing \$64,000 account balance.

**Thanks:** Many thanks to the dozens of people who helped fund, buy and organize food baskets and gifts for Waterboro families with children who applied to Secret Santa. Over 40 families will have a merrier Christmas because of your generosity with your dollars and your time.

**Budget Committee:** The Budget Committee will have their introductory meeting next Wednesday, December 30<sup>th</sup> at 6:30 pm. This should be a short meeting.

Selectman Littlefield asked Mr. Lamb to talk about the Department of Labor facility audit. Mr. Lamb said that yesterday the woman from the Department of Labor returned to complete her worksite inspections. They reviewed some paperwork and visited the Transfer Station, Public Works Garage and the Library. She was impressed with the layout of the Public Works Garage. We knew documentation of records would be an area where we would "fall down" and that was the case. These are easy things to fix. We should get a report in about 2 weeks and we will have 60 days to make corrections.

Chairman Abbott said that he spoke with Chief Bors about equipment. He said that as we move forward in the budget, we need to think about what our plan is with the Southern Maine Community College student live in program. If it is something that is becoming more of a burden than a benefit, we should not be afraid to back out of the program. The Board discussed this and will have more discussion at their next meeting.

**NEW BUSINESS:**

a. **Discuss the dedication of the FY 2014/2015 Annual Town Report:** Ken Booker and Bob Davis were chosen for the dedication.

**OLD BUSINESS:**

a. **Discuss/vote to approve the FY 2014/2015 town audit:** Mr. Lamb outlined items that need to be updated. This item was postponed until the updates are completed.

**OTHER:**

a. **Discuss/vote to approve the minutes of the December 8, 2015 regular meeting:** Selectman Woodsome moved to approve the minutes of the December 8, 2015 regular meeting, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

**PENDING DECISIONS:**

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

**WEEK’S ACTION LIST:** None

**DISCUSSION OF AGENDA ITEMS:**

- Port City Architects presentation for the Central Station space needs.
- Review proposed changes to the Personnel Policy.
- Vote to approve the audit.
- Discuss an FY 16/17 budget preparation strategy.

**ITEMS NEEDING SIGNATURE:**

- a. Minutes of the December 8, 2015 regular meeting
- b. General Assistance Ordinance amendment approval form

Chairman Abbott extended best wishes for a happy and safe holiday season.

**EXECUTIVE SESSION:** Selectman Girard moved to go into executive session per Title 1 M.R.S.A. § 405(6)(A) for a personnel matter at 6:42pm, seconded by Selectman Gale, voted and passed. Selectman Woodsome moved to come out of executive session at 6:53pm, seconded by Selectman Gale, voted and passed, 5 yeas.

**ADJOURN:** Selectman Girard moved to adjourn the meeting at 6:55 pm, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

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

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