

**Waterboro Board of Selectmen Meeting
January 12, 2016 Meeting Minutes**

PRESENT: Chairman Abbott, Selectmen Gale & Littlefield, Town Administrator Gary Lamb, Deputy Treasurer Julie Giles, Fire Chief Matt Bors, Deputy Chief Lisa Bennett, Transfer Station Manager Clint Andrews. Andy Hyland-Port City Architecture & IT Manager David Lowe. Absent: Selectman Girard, Selectman Woodsome & Administrative Assistant Christina Silberman. Public Works Director Doug Foglio, Sr. arrived during appointments.

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: Presentation by Port City Architecture on Central Station space needs. Chief Bors introduced Andy Hyland of Port City Architecture who is here to provide an initial viewpoint on Central Fire Station. He noted that funds were approved at Town Meeting to explore an addition/renovation to Central Fire Station.

Mr. Hyland introduced himself and talked about the work that Port City Architecture does. They have worked on many public safety projects in Maine and New Hampshire. He shared examples of their work. Mr. Hyland said that they have conducted a walk-through of Central Station. He outlined deficiencies they found in the following areas; sleeping & living areas, meeting areas, storage, bathrooms, decontamination room, and lack of separation between public and private areas. They will continue with their evaluation and will provide a recommendation for remodeling or an addition to the station to reconfigure it to meet the needs of the town. Port City Architecture will provide a study with renderings of floor plans and a site plan with 3D renderings. They will hire a construction manager to review their plans to provide a cost estimate. They will work to keep it as contained and economical as possible. Mr. Hyland and Chief Bors answered questions from the Board and Town Administrator. My Hyland said they are working on sketches now to share with the Chief. Chief Bors said they will probably look to schedule a follow up meeting within the next couple of weeks. The Selectmen thanked Mr. Hyland.

HEARING OF DELEGATION: None.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Motor Vehicle Agent's December 2015 report
- c. Town Attorney's info re: Paper Streets: **The Board had some discussion about paper streets with Public Works Director Doug Foglio, Sr.**
- d. Senator Angus King's office Your Government, Your Neighborhood info
- e. Notice of Selectmen's Public Hearing on 1/26/16

REPORTS & STAFF INITIATIVES:

a. Selectmen's reports: Selectmen Littlefield said that the skating rink is in full operation and people are making really good use of it. It is good to promote the area. He gave kudos to the Massabesic Varsity Basketball team that is doing very well. The JV team is also showing a great deal of promise.

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

Skating rink: Thanks to Leo & Sandi Binette and a wide array of others for their work on the skating rink.

Rehab bus: Many thanks to the many people that worked on the rehab bus at Central Station. It has been reconfigured inside with a port-a-potty in the back. This will be very useful on a cold night during a structure fire. It will be available for neighboring communities to use as well.

EDC: Ashley Pringle of Maine & Company spoke at the recent Economic Development Committee. Her company is a private, nonprofit firm that helps industrial/commercial entities expand and/or relocate their business.

Legislative Advocacy Group: Area towns meet monthly or travel to Augusta for information on what is going on in Augusta.

Comprehensive Plan task workshop: Mr. Lamb reminded the Board that they should schedule the next Comprehensive Plan task list workshop.

Budget: Current budget year expenses are at 53% spent and revenues are 63% collected.

ZBA: Applicant Joel Plourde has indicated that he would like to be considered for the Zoning Board of Appeals. Selectmen can vote on this at their next meeting.

NEW BUSINESS:

a. Discuss fiscal year 16/17 budget preparation: Mr. Lamb said the five-member Budget Committee is meeting weekly on Thursdays at 6:30 pm. He expects they will complete their work sooner than last year because they started earlier. Chairman Abbott suggested that the Budget Committee look at revenues and discuss expanding their use. We should also look at how we structure the warrant. Chairman Abbott asked if we will go to bond for the salt shed before the end of the year and Mr. Lamb replied yes. The plan is for construction of the salt shed to be completed by Labor Day. Chairman Abbott asked if the Budget Committee will review the recommendation of the Public Safety Committee. Mr. Lamb said yes they are considering this and he is leaning toward adding a second deputy for discussion purposes. The Board discussed the contract deputy program. Discussion was had about accrued vacation and sick time.

OLD BUSINESS:

a. Discuss/vote to approve the FY 2014/2015 town audit: Mr. Lamb said he has two recommendations listed under #3 on his report. Selectmen Gale moved to approve that \$1,726.01 be moved from the fund balance into the FY 15/16 Community Garden revenue account, seconded by Selectman Littlefield, voted and passed, **3 yeas**.

Selectman Littlefield moved to approve that \$7,150 be moved from the fund balance into the Capital Improvement Program's appropriate Transfer Station account, seconded by Selectman Gale, voted and passed, **3 yeas**.

Selectman Gale moved to approve the FY15 Town Audit, seconded by Selectman Littlefield, voted and passed, **3 yeas**.

b. Discuss Personnel Policy changes: Mr. Lamb clarified some of the proposed amendments to the Personnel Policy. With consensus of the Board, Mr. Lamb will forward the proposed changes to Town Attorney Pat Dunn for legal review.

OTHER:

a. Discuss/vote to approve the minutes of the December 22, 2015 regular meeting: Selectman Gale moved to approve the minutes of the December 22, 2015 regular meeting, seconded by Selectman Littlefield, voted and passed, **3 yeas**.

PENDING DECISIONS:

a. Review Comprehensive Plan task list.

WEEK'S ACTION LIST:

- Forward Personnel Policy revisions to Attorney Pat Dunn for review.

DISCUSSION OF AGENDA ITEMS:

- Schedule a Comprehensive Plan meeting.
- Schedule an ordinance review meeting.
- Public Hearing and vote on Zoning Amendment of 2.08.

ITEMS NEEDING SIGNATURE:

a. Minutes of the December 22, 2015 regular meeting

EXECUTIVE SESSION: Selectman Gale moved to go into executive session per Title 1 M.R.S.A. § 405(6)(A) for a personnel matter at 7:23 pm, seconded by Selectman Littlefield, voted and passed, **3 yeas**. Selectman Gale moved to come out of executive session at 7:43 pm, seconded by Selectman Littlefield, voted and passed, **3 yeas**.

ADJOURN: The meeting adjourned at 7:43 pm.

APPROVED: Date: _____

