

**Waterboro Board of Selectmen Meeting
March 8, 2016 Meeting Minutes**

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, Fire Chief Matt Bors, Deputy Chief Lisa Bennett, Brigit McCallum, PDT Architect Andy Hyland, Administrative Assistant Christina Silberman & IT Manager David Lowe. Elaine Pellerin arrived during Old Business.

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: Port City Architecture – update on Central Station proposal. Chief Bors said he asked Andy Hyland of Port City Architecture to give an update tonight on the planning stages for the Central Station proposal. He said this plan looks at space needs for where we are today and what we envision for years to come. Mr. Hyland reviewed the needs of the Fire Department and the proposed plans. The plan shows two additions, one on each side of the current station with the option to add either one or two additional bays. An estimate for the construction costs was prepared by Wright-Ryan Construction. The estimated total costs of the addition with 1 additional bay would be \$1,652,000 and with two additional bays would be \$1,900,000. Mr. Hyland noted that their goal is to keep costs to a minimum and provide a good building that would last the town for 25 years. Chief Bors and Mr. Hyland answered questions from the Board.

HEARING OF DELEGATION: None.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Motor Vehicle Agent's February 2016 report
- c. So. ME Planning & Development newsletter
- d. Planning Board 3/16/16 Public Hearing notice for Zoning Ordinance amendment Article 7-Performance Standards, subsection 7.03-Campground Developments
- e. Senator King's "Your Government, Your Neighborhood" outreach notice
- f. Senator David Woodsome's newsletter
- g. Current list of board and committee vacancies: Chairman Abbott reviewed the list.

REPORTS & STAFF INITIATIVES:

a. Selectmen's reports: Selectman Woodsome reported that the land for Stinson Bridge has been purchased by the State and they are on schedule.

Selectman Girard reported that John Sylvester has resigned as a Selectman in Alfred. This leaves a couple of issues with the York County Budget Committee and the Twelve Town Group. John was Chair of the Budget Committee but because he is no longer an elected official, he cannot serve on the Committee. A special meeting will be held tomorrow night to elect a new Chair. She said that she will not seek reelection as a Selectman and so will not be able to continue serving on the Budget Committee after her term as Selectman ends. John also chaired the Twelve Town Group and they will have to elect a new chairman at their

meeting next Monday. This will be a good time to look at defining a mission statement and developing some bylaws.

Selectman Gale reported that the Community Garden Committee met last night. They held an informational workshop last Saturday with Amy Lucarelli's presentation on herbs and herbalism. There are 3 garden plots still available. A workshop will also be held in April on preparing soil for indoor planting. Brigit McCallum added that the Community Garden Committee, in cooperation with the Ossipee Meadows Garden Club, will hold a plant sale on June 4th. The group is looking for people with overgrown gardens that wish to have plants separated. The group will do the separating and leave you with a healthy, good sized plant and take the rest for the plant sale. The next workshop will cover seed starting along with preparing the soil.

Selectmen Littlefield extended condolences on behalf of the Board to the family of Keith Gerry on his passing.

Chairman Abbott said he will meet with Mr. Lamb tomorrow to review his contract. He noted that there was a report on WGME on ambulance response times. Statewide response times average 10.5 minutes with Waterboro at 8.5 minutes. He suggested posting the report on the town website as a public service.

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

Salt shed and dump truck loans status: Biddeford Savings Bank is proceeding with paperwork for two loans at 2.72% interest not to exceed \$700K for the salt shed and \$160K for the new dump truck. We also have new ambulance financing to investigate and arrange. Unless we find a better interest rate via a lease purchase or other financing, I would be inclined to go with the 2.72% rate also offered by Biddeford Savings Bank for the future ambulance. We hope to finalize the salt shed loan in early April at the latest, then will proceed with the dump truck and then the ambulance. The first payment for our new ambulance will not be due until after July 1, 2016.

Salt shed bid status: Bids are due by noon March 10, 2016. We will tabulate bids with our engineer, do our due diligence and then make a recommendation ASAP.

Nomination papers: Nomination papers can be picked up at Town Hall beginning on March 16th. The School Board has one 2 year term and one 3 year term, Board of Selectmen has two 3 year terms and the Water District has one 3 year term. Nomination papers must be returned to town hall by 5pm on Monday May 2nd with staff available to accept papers that day.

Road postings: Road postings are still up but may be coming down by the end of next week if the weather and rainfall cooperate. No commercial weight traffic is allowed on town roads until the signs come down.

Town Hall roof bid: We re-bid this project and sealed bid submissions are due at Town Hall by noon on March 25, 2016. Three contractors have visited Town Hall so far.

Cell Tower lease: Cell tower owners SBA Communications have made their annual offer to buy out the cell tower land lease. Presently, 80% of the proceeds of this approximately \$13K annual lease go to the Waterboro Land Trust and 20% to the town. This year they are offering \$187K to buy out the lease. With the lease set to expire in 2065, I recommend we hold onto the lease which will bring in a total of roughly \$650,000 over the term and possibly more if they add more antennas.

Planning Board/Zoning update: Wednesday March 16th there is a Planning Board public hearing for changes to our campground ordinance. This is NOT for review of any Bozza

campground changes. Staff assumes the Bozza's will re-submit an application later in 2016 but we do not know when at this time.

Selectmen's workshop: Selectmen will hold a workshop on Tuesday March 15th at 6 pm here in Town Hall. Selectmen and Town Planner Lee Jay Feldman will discuss a variety of suggested ordinance changes including design review standards/guidelines, non-conforming lot setback options and other ordinance sections in need of work. Lee Jay has been spending considerable time researching and compiling this list of changes which will take some time to work through Planning Board and then Selectmen approval prior to possible adoption.

Budget Committee update: The Budget Committee hopes to finalize their budget recommendations to Selectmen at this week's March 10th meeting. They have been meeting nearly every week since December 30th. They are eager to meet with Selectmen ASAP. Budget Committee attendance to a budget workshop with Selectmen would be better on a Thursday night vs. a Tuesday night, but that is up to the Selectmen.

Caucus attendance: While it is great to see political caucuses of both stripes have record turnouts, the caucus held at our Central Fire Station on Sunday, March 6th exceeded the building and parking capacity. The building holds a maximum of 52 people and over twice that number was present. The folks in charge of the caucus were told of the 52 person limit and chose to rudely ignore our staff. Parking was a significant problem and I am thankful a serious fire call did not come in during the caucus because firefighters responding to the station would have had to park 100-200 yards away. We will not host any future gatherings at Central Station unless we document beforehand that attendance will be within limits.

Foreclosure notices: Foreclosure notices were sent for the 2014 tax year. About 200 notices were sent with a total tax value of just under \$300K. I am pleased to report that about 84% of this money has come in. Only about \$42K remains outstanding for the 2014 tax year.

NEW BUSINESS:

a. Discuss/vote on Library Board of Trustees bylaws: The Board reviewed two drafts of bylaws for the Library Board of Trustees. One draft was provided by Town Attorney Natalie Burns and another draft was provided by the Library Board of Trustees based on the Town Attorney's version. Mr. Lamb will work with Trustee Brigit McCallum on a final draft for the Selectmen to consider at their next meeting.

b. Discuss/vote to schedule a public hearing to hear comments on updating the Maine State Statute Citations noted in the following Ordinances: Town of Waterboro Zoning Ordinance, Town of Waterboro Site Plan Review Ordinance & Town of Waterboro Land Subdivision Regulations of the Planning Board: A public hearing was scheduled for April 12th.

c. Discuss the Public Works Director position: Selectman Woodsome said that the Public Works Director job has never been advertised. This was supposed to have been a new position. He said that when they were working on the (new) Town Charter, Attorney Ken Cole said the elected Road Commissioner could not take this job for one year. There was disagreement amongst the Selectmen about this. Selectman Woodsome said this was meant to be a full time position. Chairman Abbott said that the Board of Selectmen decided not to have this as a full time position right from the start based on the Town Administrator's recommendation. Mr. Lamb provided a definition of Municipal Officer from the State Statute. The position of Road Commissioner does not apply. They will further discuss whether to have the Director of Public Works position be full time or part time as they work on the next budget.

d. Discuss/vote to accept member's resignation: Selectman Gale moved to accept Corey Woodsome's resignation from the Economic Development Committee with gratitude for his time, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

OLD BUSINESS:

a. Discuss options for amending Zoning Ordinance, Article 2, section 2.08: Chairman Abbott said here we are after 2.5 - 3 years working on this. The last version the Board discussed would keep the language in 2.08 and would accommodate the Planning Board's wish to get away from creating variances, which they cannot legally do, and would protect property owners with undersized lots. Mr. Lamb said this will be discussed in further detail at the Selectman's March 15, 2016 workshop. He provided visual examples of Mr. Feldman's proposal. Chairman Abbott commented that we do not want to disenfranchise property owners. If we can come up with something that is workable similar to this than it does everything that we need. Mr. Lamb said we will go over more details on this at the workshop.

Chairman Abbott recognized Elaine Pellerin who arrived during old business. Ms. Pellerin said she wanted to talk about the York County Jail. Chairman Abbott said that the Board of Selectmen has no authority over the York County Jail or the York County Sheriff's Department and did not wish to hear her regarding this. Ms. Pellerin was asked to contact Mr. Lamb in the future if she wishes to have an item placed on the Selectmen's agenda if it is a matter that the Selectmen have influence over. Ms. Pellerin became upset and commenced with an angry tirade. The Board of Selectmen quickly continued with the remainder of their meeting as Mr. Lamb tried to calm Ms. Pellerin down.

OTHER:

a. Discuss/vote to approve the minutes of the February 23, 2016 regular meeting: Selectman Girard moved to approve the minutes of the February 23, 2016 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: None.

ITEMS NEEDING SIGNATURE:

a. Minutes of the February 23, 2016 regular meeting

ADJOURN: Selectman Littlefield moved to adjourn the meeting at 8:00 pm, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

APPROVED: Date: _____

