

**SELECTMEN'S MEETING**  
**April 26, 2011**

**PRESENT:** Dennis Abbott, Gordon Littlefield, TammyJo Girard, Nancy Brandt, Jon Gale, David Woodsome, David Lowe, Pam L'Heureux, Paul Tebbetts, Michael Lassell & Daniella Moebuis of Lassell Architects, Bob Gobeil and Mike DeAngelis.

Selectman Girard opened meeting with pledge at 6:00 p.m.

**ANNOUNCEMENTS**

Selectman Girard sent Get Well wishes to Paul Shane.

Selectman Girard reminded that PACE Loans are available to residents. Information is on the town web-site and literature is available to pick up at town hall.

**APPOINTMENTS**

6:00 – Presentation of energy audit by Lassell Architecture. Selectman Girard noted that there are some great recommendations in the report.

**HEARING OF DELEGATION**

Mike DeAngelis thanked for the supported at the Special Town Meeting last week. Stated that since last week have been looking at payroll accounts and found about two dozen errors amounting to about \$9,000. Believes the corrections have been made. Feels everything should be looked at. Selectman Girard stated that they are aware and are working to correct it. Also assured the public it's not money they didn't have to spend just were charged to the wrong account. Mike stated that on Friday all his revenue designations were changed and he wasn't aware of these changes. Also the amounts have been changed. Selectman Girard suggested he sit with the Town Administrator. Selectman Abbott stated that in the last two months they have expended more for Funergy than taken in. Selectman Littlefield noted that when we have found things of significance we have met with the Town Administrator and sometimes it changes and sometimes it doesn't.

**TOWN ADMINISTRATOR'S REPORT**

1. Reported that the Finance Committee has submitted some of their recommendations for the warrant and also some questions. A couple of these she was unable to answer such as what the town will be carrying forward as we don't know at this point what we will be carrying forward and they also asked about the Selectmen's recommendations on articles. They also questioned why some articles include "to be spent under the direction of the Board of Selectmen" and others don't. Nancy stated that the verbiage was added 10 to 12 years ago by the board and this board may want to consider removing the verbiage or amending other verbiage. Selectman Girard stated that typically we wait for their recommendations before making ours. Nancy stated that as far as the verbiage we not have policies in place so probably a good time to remove that altogether.
2. Also been reviewing the CIP upgrade road which included the work on Old Alfred Road and once that total is completed will send a request for a journal entry to move the expenses to Dept. 85 which is the road dept. Has one question for the Road Commissioner first.

3. Prepared a memo to go out with an updated expense/revenue summary to all dept. heads tomorrow and it's a spending notice not a freeze and have asked for an anticipated expense report through June 30<sup>th</sup>. Deadline will be May 13<sup>th</sup> to be included in the Selectmen's packet for review.

### **SELECTMEN'S REPORTS**

1. Selectman Gale reported that he went to the Transfer Station on Friday and saw Pat handing out coffee and donuts for Earth Day. Also gave out packets of seeds to the first 50 as well as handed out trash bags.
2. Selectman Woodsome questioned if we recognize Administrator's Day? Should send out something expressing appreciation. Felt just a letter of appreciation would be good.
3. Selectman Littlefield stated that the EDC is looking for volunteers to help install the new Welcome To Waterboro signs.

### **NEW BUSINESS**

1. Have an expense summary from Treasurer and she recommends we do again the end of May. Questioned Nancy on areas to be concerned about and she stated EMS is down to a little over \$1,000. Feels a lot will be very tight. Discussed reimbursements from the state for General Assistance. Discussed roads. Selectman Woodsome stated that he felt homeowners should be responsible for removing leaves from culverts in front of their homes. Discussed Mast Camp Road. Selectman Abbott stated that he feels there are some journal entries that need to be made before they go to far. Also noted that 10% of taxes are still outstanding which is a concern. Nancy stated that Excise Tax is also down 3% from last year. Selectman Abbott felt they may need a two or three hour Saturday session to go over this. Discussed a spending freeze. Selectman Woodsome cautioned everyone to watch spending until the end of the year. Selectman Girard suggested May 10<sup>th</sup> meeting putting nothing else on the agenda except warrants and the entire meeting will be to review budgets with dept. heads. Nancy will include this in her memo to the dept. heads and it is mandator. Discussed the road budget at length.
2. Motion by Selectman Gale and seconded by Selectman Woodsome to add approval of Emergency Operations Plan to the agenda. Vote 5-0-0. Motion by Selectman Gale and seconded by Selectman Littlefield to accept the April 2011 Emergency Operations Plan with the changes made by Pam L'Heureux including a couple of phone numbers. Vote 5-0-0.

### **OLD BUSINESS**

1. Selectman Girard stated that Owens will be in next week so will have more discussion on the project. Selectman Woodsome stated that he would like to see someone appointed to oversee this project to completion in a timely manner besides Clint or Nancy. Motion by Selectman Littlefield and seconded by Selectman Gale to appoint Selectman Woodsome as clerk of the works. Vote 4-0-1 with Selectman Woodsome abstaining. Motion by Selectman Abbott and seconded by Selectman Littlefield to execute the plan as discussed Saturday at the Transfer Station. Vote 4-1-0 with Selectman Woodsome opposed prior to meeting with Owens.
2. Discussed the Budget Policy and Selectman Abbott noted that it still needs some work. This takes the budget creation process and blends with a budget review process.

Reviewed what's in the policy. Will have a final draft for the 5:30 workshop on May 10<sup>th</sup> and can present to the dept. heads later in that meeting. Selectman Littlefield requested to invite the Charter Commission to the meeting also. Nancy stated that it can just wait it follows the timeline of the Charter. Selectman Abbott felt this is a Selectmen's Policy and can always be changed. All agreed they are welcome to attend.

## **OTHER**

1. Motion by Selectman Abbott and seconded by Selectmen Littlefield to sign the warrants for bills and payroll. Vote 5-0-0.
2. Motion by Selectman Littlefield and seconded by Selectman Woodsome to accept the minutes of 4/19/2011 as written. Vote 5-0-0.
3. Selectman Girard read reminders.

## **Pending Decisions**

1. Public Service Announcements
2. Performance Bonds
3. Committee self-evaluations

## **Action Items**

1. Nancy to send out notice to dept. heads
2. Nancy to let Owens know about the vote to complete the work at the Transfer Station

## **Agenda**

1. Standardized training discussion
2. Sidewalk plowing payment discussion
3. Update on Hollis
4. EcoMaine rep.

Following a five minute recess motion by Selectman Woodsome and seconded by Selectman Littlefield to go into Executive Session per 1 M.R.S.A. §405 (6)(A) for a Personnel Issue at 8:32 p.m. Vote 5-0-0. Motion by Selectman Woodsome and seconded by Selectman Abbott to come out of Executive Session at 8:48 p.m. Vote 5-0-0.

Motion by Selectman Littlefield and seconded by Selectman Abbott to go into Executive Session per 1 M.R.S.A. §405 (6)(A) for a Personnel Issue at 8:48 p.m. Vote 5-0-0. Motion by Selectman Woodsome and seconded by Selectman Abbott to come out of Executive Session at 8:57 p.m. Vote 5-0-0.

## **ADJOURNMENT**

Motion by Selectman Littlefield and seconded by Selectman Gale to adjourn at 8:57 pm. Vote 5-0-0.

## **SIGNED:**

1. Warrants for bills & payroll
2. Minutes of 4/19/2011
3. Emergency Operations Plan

**APPROVED:**

Date: \_\_\_\_\_

---

---

---

---

---