

SELECTMEN'S MEETING

August 2, 2011

PRESENT: Dennis Abbott, Gordon Littlefield, Jon Gale, David Woodsome, Dave Lowe, Clint Andrews, Patti Berry and Dianne Holden

Meeting called order at 6:50 PM, following a Public Hearing on Road name change

Hearing of Delegation: None

TOWN ADMINISTRATOR'S REPORT: The Administrator is recuperating form surgery and will return to work tomorrow.

SELECTMEN'S REPORT

1. Dave asked Clint to report on the compactor. Jon asked for a history; did we buy the compactor, did we hire it to be put in place, then what happened. Clint stated that it went out to bid – the cement, electrical, etc. and was done thru the winter months. The problem began when Atlantic Recycling came in to set the pressure up. They shut off the breaker box and put in their electrical probe and it was still alive. Jon asked was the problem with the machine that was bought or in the installation of the machine. Clint stated that the machine should have had one quick disconnect as the others do, to kill everything. They were given a schematic but it was not wired that way. The breaker only shut off the motor, not electricity to the machine. Jon asked if there is not concern with who the compactor was bought from but rather the installer. Clint say yes. Dennis stated that the safety issue for the lockout/tagout process should be specific. The issue was that they could be locked out, but still have a feed to the pump. Questioned whether the lockout/tagout was sufficient. They received the resolution to it – is it done? Clint said they've rewired what they had to inside. They labeled all boxes, but did not label as the Electrical Inspector asked them to. They put another big grey box that has the VFD which as he understands, you pull that down and it kills everything from the pole right back thru. There's also two down below and you have to shut all three off to be completely off. Dave questioned why that it doesn't conform with what the Electrical Inspector wanted. Clint said he talked with Lucas around 4:45 this evening and said his father decided to put this box in to make everybody happy. The CEO has e-mailed the Electrical Inspector and they should hear from him tomorrow; he'll need to come down and say yes it is right or he doesn't like it because he told them exactly what he wanted. Dennis questioned whether Lucas is saying they went above and beyond with a single kill switch. Somebody needs to talk to Lucas and if they haven't done what the Electrical Inspector wanted, or more to be on the safer side, than they need to fix that. If that's not the case the Electrical Inspector may come down and say you didn't do what he wanted and they'll be another week delay. Clint said Lucas told him that with the new box they added, everyone should shut that off before they do anything to that machine. Dave asked if shutting that one off still leaves the two others down under on. Clint said yes. He said the Electrical Inspector said they have to be very clearly marked. Dennis stated that if one switch is thrown and it's dead, they will have done what the Electrical Inspector requested and taken a step further than what he wanted with multiple switches and signs telling them what to do, but if they didn't do that, then they are right where they were; they need the Electrical Inspector to tell them. Gordon asked if you're a contractor, do you have to run around in circles around that compactor to find the right switch to throw? Clint said no, the other two are wired so when you walk downstairs, there's one lever you pull it down and lock it out and everything is dead in that machine, from the pole right down thru.

Gordon asked if there was sufficient signage on what to do. Clint said that engraved signs in plastic are being made to put by each box; now that there's another box, will that confuse people? The emergency switch up top will kill everything and stops the machine from moving, but is concerned that people servicing the equipment might be in trouble. The two other machines have a padlock on it and it's locked out. Dave thought they had to redo and have a throw switch instead of pulling out the fuse to kill everything. Clint stated that one has an arm you pull down and one you have to lift up a little door and take the breaker out, then put it back in. Now they have another one at the pole, that supposedly kills everything. Gordon state that the procedure should be simple so you don't need a Master Electrician's license to shut it off. Clint said that the schematic showed one box. Patti feels the Electrical Inspector will get back to her tomorrow.

Clint asked the Board if they got the quotes for fixing the ram, etc. Dave commented that that will be for another discussion.

2. Dave asked Dennis to refresh his memory on when purchase orders are necessary and when they are not. Dennis said without looking at the policy he couldn't say what the dollar trigger figure was. Dave feels everyone that goes over the dollar figure should have to have one, no matter who. Dennis agree, stating even a Selectmen.
3. Dave asked about the Town Clerk's probationary period review, what the Board has to do. Gordon stated that the Town Administrator will take care of it.
4. Lucas Beaubien entered the meeting in regards to the former discussion of the recycling Compactor. He thinks there are some misunderstandings in regards to the issue of the disconnect of the compactor. After a three hour meeting with himself, the state inspector, David and everyone else, it came to a labeling issue. They had swapped out the disconnect, which is the big issue. The problem he's having is that the wires charging this unit are not installed by the electrician, but are installed by the equipment installer himself. Lucas installed a disconnect that was suppose to be wired in by the technician himself. They have since changed out to a hand lever because the manufacturer didn't like the disconnect; he didn't like the pull style. The breaker was more than sufficient according to code. The manufacturer was not happy with that so they've gone ahead and there's a main disconnect on the side of the VFD box to shut everything off including the other 2 by the machine. The Technician can only go into the machine himself. There are five different ways to shut the machine off and five different way to turn it on. Whereas the manufacturer didn't like it, they have since reworked everything. He has the signs to order. Currently everything is marked with sticky labels. Once the inspection is done, it's all ready to go. Jon questioned with any of the five different ways, could anyone shut down the whole thing. Lucas stated that the main disconnect shuts the motor off to the machine, which is the driver disconnect. The man who changes the container has to shut the machine off before he disconnects the can. That's all he has to touch. To get into the machine guts, you have to go to the lower one and shut that switch off to the oil heater and controls, both of which are 110 circuits. The key was that the switch was not originally hooked up because the installer was suppose to hook it up. Then it sat there for months and they sent out a different service tech who found electricity when he got into the machine because the original control wire was live because the switch wasn't wired up. Jon asked as it is there is one switch that a technician hits and the whole machine is dead. Lucas said one could walk your way thru or you could start at the pole and hit the main breaker to begin with, which was the original connecting wires to the breaker panels that have lockouts on them. He didn't like that so they installed a separate switch on the side of the VFD box so a technician can shut off the machine multiple ways. If it's just

the equipment guy, he shouldn't even be in the VFD box. He can lock them both out. There are multiple ways to shut down the machine. Not done yet, is the official weather proof signs. Within thirty feet you can see all the disconnects all the way to the telephone pole, so Lucas is having a hard time with it being said it's not installed properly. He feels it was never an issue until the compactor wouldn't push the tonnage they said it would push. Ever since then it's been one thing after another that keeps coming back, but it's not like he doesn't know all the stuff that's been done as he's been back and in and out. It's come down to the fact that the machine isn't pushing the tonnage they said it would and everything else is a mess. Dave noted that it does have to meet code. Lucas said that after the three hour meeting it was up to code. There as a misunderstanding in the procedure and they discussed signs. The disconnect was legal. He's trying to clarify this and it is set up exactly the way he wanted. He stated there's probably \$700. in disconnects in thirty feet. Dennis stated that the bottom line is if the State Electrical Inspector is happy, everyone will be happy. Lucas again stated that everything is ready except for the professional signs. The reason why things are charged at all times is because if you don't leave the VFD charged you'll have to wait for it to warm up, as some things go into stand by mode. Dave asked Lucas if it was alright to have Patti notify him when the Inspector will come so he can also attend. Lucas said yes, and if there are any question, about anything, please ask. Gordon noted that frustration in this project is shared by all. Lucas said the three hour meeting started with an extremely large safety issue and at the end it wasn't. Only thing missing was the big red handle on the disconnect, which wasn't dangerous – it was a misunderstanding on the disconnect. Gordon said they had reports of live wires, the whole unit was energizing and had potential of electrocuting someone. They have to have everything a-ok, and can't afford to have anyone hurt. Lucas said it is exactly as the picture had it.

5. Jon reported that the Fire Department had a controlled burn with Limerick and Alfred and it was well organized. He was escorted thru the smoke filled house and applaud the Waterboro Fire Dept. for the organization and safety of the training session.
6. Gordon gave an update on Dirigo Drive via a slide presentation showing the area of concern in the roadway. The erosion under the pavement is undermining the road. The Highway Dept. constructed a by-pass, excavated and removed the old culvert. There was an eight foot drop from the side of the road to the brook. He assumed the road was completed today and will be ready for paving. The existing guardrail will be reset.
7. Gordon reported that the culverts have arrived for the Mast Camp Road project and that brush cutting has started.

COMMITTEE REPORTS

1. Patti Berry, CEO reported that since June 1st. they had processed 34 permits, only one of which was for new construction. The violation on East Shore Road has been taken care of. The deck has been removed and the \$1,000. consent fee paid. The violation on Courtney Lane has been complied with and the shed and patio has been removed. The Hamilton Road junk yard has been cleaned up. There are three other issues in process, at 181 West Shore Road, 51 Bradburn Road and 17 Laddie Lane. The Zoning Board of Appeals met this evening and voted to uphold her decision on 7 Moonshadow Drive to rescind the building permit. This means that they don't have a valid building permit and they have 45 days to appeal to the Superior Court. She recently passed her ADK exam and is now certified. She asked that herself, as local 911 Coordinator and the State 911 Coordinator be included in any meetings to do with road name changes. Gordon asked

what the purpose of the \$200. fee for a building permit application was for. Patti explained the growth permitting process which has been in place since 2000 +/-, stating that the fee pays for monitoring the Growth Ordinance. Discussion was held on whether it was still has merit due to the economic times. Dennis noted that we do still have the Growth Ordinance in place and fees are collected according to it.

2. The Assessor's Report as written was accepted.
3. Saco River Corridor Commission – no report.

NEW BUSINESS

1. Discuss/Vote road name change – Another Public Hearing to be rescheduled
2. Discuss/Vote on tractor type purchase back-hoe vs. excavator: Dennis moved to postpone discussion to August 9 as Road Commission will be meeting with Caterpillar this week. Dave seconded. Voted, passed.
3. Discuss/Vote on clean up of town pit: Gordon stated that in conversation with the Administrator, this had to do with construction material that was moved to the pit during the construction of the new compactor. Per Clint, it is in regards to vehicles that the Fire Dept. used in training. Clint agreed with the Administrator's conversation, rather than it be the Fire Dept. as there was clean up from that. Dennis stated that all excess material from the compactor project was placed there by the prior Road Commissioner and now the present Road Commissioner wants it moved. He feels that the current RC, Clint and Administrator should get together and discuss whether it has to be moved. It's gravel, not trash. Are we going to spend money to move it when it can be consumed? Clint said he talked wit Pepin and got a figure that it's worth \$5.50/yd. Jon stated that he would like to see a solution to a problem come to them for their approval, rather than have five people batter around the problem. Dave said that the RC should move it where he wants it. Dennis questioned why is it in the way; what are they doing in that area? Clint stated that it was in the very back end of the pit and can't understand why it can't be crushed. Dennis moved that it be resolved with the Town Administrator, Road Commission and Clint. Dave seconded. Voted, passed.
4. Discuss Sidewalk Plowing bid: Dennis asked what is the issue? He thinks it's a valid bid Package. Is the Administrator looking for the Board's approval? He motioned that the Administrator put it out to bid. Jon seconded. Voted, passed.
5. Discuss/Vote asphalt contract: Gordon asked if there was an issue with extending the current contract. Dennis stated that he was not sure there is a contract. He thinks they went out to bid each year for a specific amount of tonnage. The Road Commissioner has typically directed them where to pave. The Selectmen were only involved in approving the bids. Jon made the motion to have a recommendation from the Administrator on whether to renew or not renew the contract. Dennis seconded. Voted, passed.
6. Discuss Town Equipment rates: Gordon had a discussion with the Road Commissioner and he's having difficulty finding people to work for the rates the Town currently has. The Road Review Committee is looking at them. Dennis stated that there are two issues: the State rate and what the Contractor's rate is. The Selectmen's rate sheet that was last done in 2007 and may need updating, but would hope information and recommendations will come forward to them. Dave requested to see the State Rates.
7. Discuss/Vote on request for amendment for a zoning change to be forwarded to the Planning Board: Dennis stated that the owner of Map 7, Lot 23 who's property is in the F&A zone would like to have it rezoned to the A&R zone, as is the other side of the

road. This is a spot zoning request. It is a request and therefore needs to be passed on to the Planning Board. They should look at other possible changes in the same zone. Gordon said that in February, when the Planning Board was working on the Allen situation, the Board of Selectmen asked the Planning Board, in writing, to get back to the BoS within 45 days with any other properties in the same area that needed to be looked at. Jon moved that the Administrator give a written request to the Planning Board that they give the Board of Selectmen a written report of their Board's review of properties in the East Waterboro village area, and include the new request to the Planning Board for their consideration. Dennis seconded. Voted, passed.

8. Discuss/Vote committee appointments: Jon made the motion to reappoint Shawn Shoemaker to the Saco River Corridor Commission for three years, expiring June 30, 2014. Dennis seconded. Voted, passed. Jon made the motion to reappoint Justin Morrill and Shonda McLaughlin to the Cemetery Committee for two years, expiring June 30, 2013. Dennis seconded. Voted, passed.
9. Discuss/Vote to set public hearing on Planning Board recommendations re: Wellhead Protection District: Dennis made the motion to hold the Public Hearing on August 23, 2011. Dave seconded. Voted, passed.
10. Discuss/Vote on Order to correct malfunctioning waste water system: Dennis questioned whether it included the design cost. Dennis made the motion to initiate the order to correct the violation of a malfunctioning waste water system. Jon seconded. Voted, passed.

OLD BUSINESS

1. Update on Administrative Assistant process: Gordon reported that last week he and Dave looked over a list of applicants for the position, and narrowed it down to 13 applicants. Today they are down to 8 applicants. Tomorrow Dave will meet with the Administrator to set up interviews and send out letters.

OTHER

1. Warrants for bills and payroll: Dennis made the motion to approve. Dave seconded. Voted, passed.
2. Minutes of July 26, 2011: Dave made the motion to approve. Jon seconded. Voted, passed.
3. URIP certificate for 7/1/11-6/30/2012: Dave made the motion to approve. Dennis seconded. Voted, passed.
4. Sign order to correct violation: Dave made the motion to sign. Jon seconded. Voted, passed.
5. Concealed weapons background check: Gordon will review for signature.

PENDING DECISIONS

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

WEEK'S ACTION LIST

1. Appointment papers for Shawn Shoemaker
2. Planning Board letter

Reminders – Gordon read the reminders for the week. Noted that the 20/20 Comprehensive Planning Committee would not be meeting on Wed. August 3rd.

Adjournment - Dennis made the motion to adjourn at 8:05 PM. Dave seconded. Voted, passed.

SIGNED:

1. Warrants for bills & payroll
2. Minutes of 7/26/2011
3. URIP certificate for 7/1/11-6/30/12
4. Concealed weapons background check
5. Committee appointments

APPROVED: Date: August 9, 2011
