

## SELECTMEN'S MEETING MINUTES

### September 6, 2011

**PRESENT:** Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, David Lowe, Roger Macomber & Christina Silberman. William Calvert was present for part of the meeting. Deputy Sheriff Shawn Sanborn was present for his report.

Chairman Littlefield opened the meeting at 6:02 pm with the Pledge of Allegiance.

Selectman Abbott reported that Ecomaine (where the Town takes household waste and recyclables) is holding their Annual Open House on Saturday, September 24<sup>th</sup> from 8:30 am – 11:30 am. This is a free event. There will be tours and activities and this would be a great opportunity for kids and scouts. Selectman Abbott asked that this information be placed on the Town website.

### APPOINTMENTS

**Public Hearing:** Chairman Littlefield opened the public hearing on proposed amendments to the Waterboro Zoning Ordinance, section 12.04 - Performance Bond. Mr. Calvert asked what the amendments were. Chairman Littlefield explained that the amendments are to the performance bond language. Selectman Abbott reviewed the proposed changes. Mr. Calvert asked if there are any changes to lot size and Selectman Abbott said no. Selectman Girard pointed out that the Town Administrator recommended postponing this public hearing due to additional changes suggested by the Town Attorney that will require the Planning Board to hold another public hearing. Mr. Calvert commented that the public hearing was not posted out front. Selectman Girard responded that the public hearing was advertised in the Smart Shopper. Ms. Silberman stated that the notice with the proposed changes was posted on the bulletin board in the lobby. Moved by Selectman Girard to table the public hearing until all proper review is completed and public hearings have been held by the Planning Board, seconded by Selectman Gale, voted and passed – all in favor.

**Contract Deputy Report:** Deputy Sheriff Shawn Sanborn reported on the following:

- There were 392 calls for service in Waterboro in June, 411 in July and 348 in August. There have been 2,850 calls for service in 2011 to date. There were 3,013 total calls in 2010.
- School is back in session. Deputy Sanborn asked that parents waiting at bus stops park along one side of the road, keep children out of the road and slow down. Vehicles that pass stopped school buses with their stop signs out will be tracked down. You have to stop, there is no exception. Student drivers will be given tickets for speeding, do not speed.
- There were no major law enforcement issues with Hurricane Irene other than a lot of false alarms. The Fire Department did a great job.
- Deputy Sanborn said there have been domestic violence calls. If you suspect domestic violence is going on, please report it and help break the cycle.
- There have been calls for unpermitted burns. He is not referring to small cooking fires in the backyard. Bonfires need permits and you cannot burn tires or painted wood, it is illegal.
- It is marijuana growing season. If you are aware of marijuana growing, please report it. A Warden Service plane spotted a patch near Ross Corner Road and they removed and destroyed about \$30,000 worth of plants.

Selectman Girard asked about the incident at Hannaford last night with skunk urine. Deputy Sanborn was not aware of the incident and will look into it.

**REPORTS:** Chairman Littlefield stated that the Road Commissioner, Doug Foglio, Sr., will not be reporting tonight because he is recuperating and expressed his best wishes to Mr. Foglio.

Roger Macomber reported that the Road Review Committee met on Aug. 31<sup>st</sup>. They decided to suspend work on the culvert inventory until they see what their options are for mapping. What they are currently using for GPS is not compatible with the Town's GIS system. They will report back to the Board of Selectmen after they find out what they need.

The Road Review Committee is developing a five year road work plan. They know the Town doesn't have a lot of money for reconstruction of roads so they are looking at compiling a list of roads that can be saved with ditching and resurfacing. There are a lot of roads that do need reconstruction but he doesn't know where this money would come from.

The Committee is looking into a snow plowing request for Chadbourne Ridge Road on the Limington end for the Town to plow 2,000 feet more of the road. They are checking through the minutes to find previous research information on Chadbourne Ridge Road. Someone said they would plow the road if the Town would go in and cut back the brush to make a place to put the snow. They also want to talk with the Town of Limington about plowing it.

Mr. Macomber reported that the new traffic counters are being shipped this week and he gave the Selectmen a sample report from the counter. The road counters can produce 35 different types of reports. One report can show how fast a vehicle was going and at what time. If vehicle speeding patterns are noted, this information can be provided to the Deputy.

Chairman Littlefield asked if any consideration has been given to plowing the section of Deering Ridge Road that goes into the Town of Lyman. Lyman would have a similar issue with sending a truck to plow a small section of the road like we have with Chadbourne Ridge Rd. Selectman Abbott replied that there have been many agreements like this over the years. Mr. Macomber stated that Fred Fay told him that years ago Limington used to plow the lower end of Chadbourne Ridge Forest. Selectman Abbott clarified that the Road Review Committee was asked to report on the ability to plow the road and he wouldn't want the Road Review Committee negotiating with another Town - that is up to the Town Administrator and the Board. Mr. Macomber said that he thinks that the person that offered to plow the road is someone that lives in the area and he will contact him. Selectman Girard recalled Dustin, a former Road Review Committee member, coming to a meeting and talking about Chadbourne Ridge Road but she did not recall the details. Mr. Macomber indicated that this is information they are looking for in previous meeting minutes. Selectman Girard said there should be a reference in the Selectmen's minutes also. Selectman Abbott said there could be something in Council Meeting records. Selectman Gale asked if the question is whether or not the Town is responsible for a certain part of the road. Mr. Macomber said his understanding is that the Town is responsible for 2,000 feet of the road. Selectman Gale recalled a flooding issue where part of the road was under several feet of water so the road may not be in very good shape. Mr. Macomber said the Committee walked the road for some distance and the part of the road they saw was in good shape.

**NEW BUSINESS:** Chairman Littlefield explained that the discussion/vote on the proposed amendments to the Waterboro Zoning Ordinance, section 12.04 - Performance Bond, has been tabled for further Planning Board Review.

#### **OLD BUSINESS:**

**1. Sidewalk Grant** – Selectman Gale moved that the Town will not participate in the sidewalk grant, seconded by Selectman Woodsome, voted and passed – all in favor.

**2. Eagle Scout project** – postponed.

**3. Committee member attendance** – Selectman Girard moved to remove Scott Ohman as a member of the Road Review Committee with regret that he has been unable to participate and thanks for his prior participation, seconded by Selectman Gale voted and passed – all in favor.

**4. Economic Development Committee Status** – Selectman Girard reported that the Economic Development Committee members' terms all expired June 30<sup>th</sup> and none of the members were interested in continuing for various reasons. She will be working with Tom Ursia, Town Planner, to see if they can recruit new members. Selectman Abbott asked if the ordinance needs to be changed so that we do not have to select members from certain areas of expertise. Selectman Girard responded that there are recommendations for who to select from certain areas of expertise but it is not a specific requirement. She commented that there are people that work in Waterboro that are interested in serving but they are not residents of Waterboro and cannot serve a Town committee per the Town Charter. These people have been referred to the WAB (Waterboro Association of Businesses). Selectman Abbott asked if there has been any effort to go to the WAB for member recommendations. Chairman Littlefield stated that this will be revisited in 60 days for a status update.

**5. Accrual Status** – Chairman Littlefield stated that information was recently provided by the Treasurer and this was shared with the Finance Committee. Selectman Abbott indicated that Nancy Brandt, the Town Administrator, has answered a lot of his questions. There were 8 departments that were overdrawn. It would be good to go through the overspent accounts to understand why there were some surprises and discuss how to prevent it from happening this year. Selectman Gale stated that we need to say that there will not be overdrafts without the Selectboard making it public. The Administrator has to oversee this and make sure that it doesn't happen and the Selectboard needs to stay on the Administrator to make sure we get the reports that we need. We (the Selectmen) have to be vigilant. Selectman Girard disagreed about the Selectmen's vigilance and stated that they did do a much better job staying on top of it this year. They met with department heads several times in the last few months of the year and told the departments what was expected. Everyone said that they were going to be under budget. Selectman Girard expressed frustration that she does not know how they could have been any clearer that overspending would not be allowed and still it happened. Selectman Abbott stated that they voted to allow the Administrator and the Accountant to balance out certain accounts and those journal entries have not been made yet. Selectman Gale wondered if there are any consequences for overspending and said if he isn't certain how much money is left, he stops spending. Selectman Abbott stated that \$65,000 in accruals is a bit much. \$39% of the entire budget is overdrawn in General Assistance. Chairman Littlefield pointed out that we have the least amount of control on General Assistance. Selectman Gale said that we have to cut spending elsewhere in order to cover General Assistance overdrafts. Selectman Abbott said that 4% of the General Assistance budget came in as accruals. Selectman Gale suggested that we need to say spending stops on May 15<sup>th</sup>, other than salaries, required monthly payments or emergencies. If there is an emergency situation, the Administrator should come to the Board for approval. Selectman Abbott said that there was \$10,000 in accruals to General Government after the books were closed and \$5,000 of this was for legal expenses. Selectman Girard commented that the overall budget was not overspent which is good news, but the bad news is that we did have departments that overspent. Selectman Abbott said that we will be having quarterly reviews by October 15<sup>th</sup> and these should not be 5 minute reviews, we have to set the tone in this first quarter. Selectman Woodsome asked if we are on track for the quarterly reviews and Selectman Abbott said the department heads will report on what is coming out of their accounts and we won't need the accountant involved. Chairman Littlefield asked why we are 3 months into the new fiscal year and the journal entries have not been made yet. Selectman Abbott answered that the books closed for accruals on August 1<sup>st</sup> and the Auditor has the preliminary data and they will have a draft review back to us. Selectman Gale wants to find out at the next meeting if Julie (Town Treasurer) has all the info she needs to give to the auditors.

**OTHER:**

1. Moved by Selectman Abbott, seconded by Selectman Girard to sign warrants for bills and payroll, voted and passed – all in favor.

2. Moved by Selectman Girard, seconded by Selectman Woodsome to accept the minutes of the 8/26/11 emergency meeting as written, voted and passed – all in favor.
3. Moved by Selectman Woodsome, seconded by Selectman Gale to accept the minutes of the 8/30/11 regular meeting as written, voted and passed – all in favor.

**ACTION LIST:**

1. Selectman Girard will wait for a couple of weeks to discuss changes to the entrance permit requirements with the Road Commissioner.
2. Christina will confirm a time to meet with the Planning Board to discuss village zoning.
3. Christina will set up a meeting with Walter Stinson of Sebago Technics regarding the boundaries at the transfer station.
4. Ask the Town Administrator to set a date to discuss goal setting with the Board.
5. Ask the Town Administrator to report on the Sept. 15<sup>th</sup> Department Head meeting.
6. Christina will set up a meeting with Central Maine Power and the York County EMA Director to discuss response/communications to power outages during Hurricane Irene
7. Christina will set up a meeting with David Benton of the Water District to discuss rates/payments.

**AGENDA ITEMS FOR NEXT WEEK:**

1. Review policy amendments (postponed from this meeting)
2. Discuss/vote Logan Circle grading request
3. Selectman Woodsome will check on the Eagle Scout Project for next week

Chairman Littlefield read the reminders. Applicants for fuel assistance do need an appointment. Please call York County Community Action to schedule an appointment as soon as possible. Selectman Woodsome said they are booking appointments into October.

**ADJOURNMENT:** Selectman Woodsome moved to adjourn the meeting at 7:20 pm, seconded by Selectman Gale, voted and passed – AIF.

**SIGNED:**

1. Warrants for bills & payroll
2. Minutes of 8/26/11 & 8/30/11
3. Tax Commitment

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

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