

## **SELECTMEN'S MEETING MINUTES**

### **October 11, 2011**

**PRESENT:** Chairman Littlefield, Selectmen: Woodsome, Gale, Girard & Abbott, Town Administrator Nancy Brandt, MDOT Representatives: Peter Coughlan, Tim Cusick & John Cannell, Doug Foglio, Sr., Roger Macomber, Nancy Roberge, David Lowe & Christina Silberman.

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

**APPOINTMENTS: Maine Department of Transportation re: transfer of Old Alfred Road:** Chairman Littlefield welcomed Peter Coughlan, Tim Cusick and John Cannell from the Maine Department of Transportation. Mr. Coughlan thanked the Board for the opportunity to be here. Information on Maine's urban compact areas and a map showing the proposed compact area were distributed.

Mr. Coughlan explained that Waterboro, along with 3 other municipalities, is now considered an urban compact area due to the latest census listing the population of Waterboro at 7,693. Municipalities with a population of 7,500 or greater are considered urban compact areas. 2 miles of Old Alfred Road is now considered a compact area by the State. Mr. Coughlan stated that parts of Route 5, 202/4 and West Road could also be considered compact but designating these as compact now does not make sense. The Town will be responsible for maintenance of Old Alfred Road that is currently maintained by the State. Maintenance of the road includes sweeping, plowing, striping, ditching, culverts, signage and thin maintenance paving. More serious repair will still be the responsibility of the State.

Mr. Coughlan said that every other year the Town receives a request from the State Planning Office asking if there are any issues with State roads and many municipalities do not respond. It is very important to respond to this so the State can consider necessary improvements. The Town currently receives \$81,048 in URIP payments and this will increase to about \$94,000.

Selectman Abbott asked about right of ways and easements. Mr. Foglio asked if there could be one blanket easement granted to the Town. Mr. Coughlan responded that he will look into this. Mr. Foglio asked what authority the Town will have over the road, such as limiting truck traffic & speed limits. Mr. Coughlan replied that speed limits are mostly mandated by the State and the Town will not have authority to set speed limits or restrict truck traffic entirely. Truck traffic may be restricted during certain times of day but the Town would have to go through the State to do this.

Mr. Cannell explained the Municipal Partnership Initiative program to match local investments for improvements above and beyond currently funded State projects.

Mr. Coughlan said that the law requires that the road be in good condition upon transfer. Mr. Cusick will ride the road with the Road Commissioner to view the condition and DOT will work with the Town to resolve any issues before the transfer. Selectman Woodsome commented that he feels the road should be resurfaced.

The Board agreed it would make sense to schedule the transfer to occur on July 1<sup>st</sup>. He said that the State is not walking away and they will continue to work with the Town on any issues.

Selectman Girard asked about the Road System Management Software (RSMS). Mr. Coughlan said the updated version is now available to Town's for \$75.00 and additional information is on the State website.

Mr. Coughlan provided an inventory of roads in Town that the URIP is based on. Chairman Littlefield thanked the members of DOT for coming tonight.

**HEARING OF DELEGATION: None**

**CORRESPONDENCE:** 1. Invitation to participate in the RSU 57 Planning Conference.

**REPORTS: Selectmen's Report:** Selectman Gale reported that he had the wonderful opportunity on Monday to help set up and begin a painting project at the South Fire Station and the Old Central Fire Station with the Massabesic Girls Soccer Team. 35-40 girls volunteered to paint for 4 hours. At Massabesic High School, athletes are committed to conducting community service as their way to give back to the community for their support. Selectman Gale commented that he hopes this practice continues because there are a number of projects available in Town. They did a great job and were a great team. Selectman Gale thanked them for their service.

Selectman Girard reported that the Land Trust is having the Maine Conservation Corps in to work on building some hiking trails on Ossipee Mountain. Residents will notice activity related to this work on McLucas Rd. beginning tomorrow through Oct. 21<sup>st</sup>. Selectman Girard also reported that Monday the 12-Town Group is meeting here at 6:15 and they have invited the new County Manager to attend to meet Town Officials. Selectman Girard said that she will be unable to attend this meeting and asked that another Board member fill in for her.

Selectman Abbott reported that he attended the York County Budget Committee Caucus last Wednesday night with Selectmen Girard & Gale. Selectman Girard was appointed as a member of the York County Budget Committee.

Selectman Gale asked if volunteers could help with the work on the trails. Selectman Girard replied that she is the project manager and volunteers would absolutely be welcomed. Anyone interested in volunteering can reach Selectman Girard at #590-7438.

Chairman Littlefield expressed with sadness that the wife of Assessor Jerry Daigle passed away on Saturday and he sends our condolences to him and his family.

Chairman Littlefield welcomed the crew that gathers on Tuesday nights at JD's to view the Selectmen's meetings.

**Town Administrator's Report:** Ms. Brandt reported that they are getting ready for department quarterly reports on Thursday night and the selectmen are meeting tomorrow for goal setting.

Ms. Brandt has been in contact with Mr. Stinson of Sebago Technics and he would like to know if the wetlands should be flagged at the Transfer Station. The Board agreed this would be appropriate.

Ms. Brandt said that Oct. 30<sup>th</sup> is the deadline to notify department heads and boards & committees what the timeline is for the next budget. Ms. Brandt reported on the website survey results regarding fireworks. Selectman Girard stated that she got a call today from the Sheriff's Department looking for info on the fireworks ordinance. She told them that we are in the beginning process and we may wish to get their input. The Sheriff's Department asked to be kept in the loop. The Board would like to leave the survey up for a couple more weeks.

After New Business Item #2, Road Commissioner Doug Foglio, Sr., reported and showed photos of the condition and the work being done on New Dam Rd. There has been a water problem and there is a lot of ledge there that was broken up and removed. They are working to get the water down and keep it down. They had only planned to do about 300' of the ditch but the further they went the more water they found so they kept going. Mr. Foglio would like to set a policy to fix the roads that can be fixed and upgrade them to get the most life out of them as they can. The roads that can't be fixed can be cold patched and held, spending money to pave them with nothing underneath them won't do any good. He wants to spend the extra money to grind the piece of New Dam Rd., grade it and put in a 2 inch base.

## **NEW BUSINESS:**

**1. Discuss/vote property tax abatement requests #12-16, #12-17, #12-18, #12-19, #12-20 & #12-21:**

Action on this item was postponed.

**2. Discuss/vote on Junkyard permit renewal for Richard & Robin Lavigne:** Selectman Abbott moved to renew the Junkyard Permit, seconded by Selectman Girard, voted and passed – **5 yeas**.

**3. Discuss concealed firearm permit approval process:** Selectman Gale said that historically, the Chairman has approved the concealed firearm permits. Selectman Abbott added that the Town is not the final say on approving these and suggested we create a standard reply. Chairman Littlefield explained that he had some reservations signing these permits when he does not know the applicants. This is why he wanted to discuss these in an executive session so he can have a mechanism to query the rest of the Board. Selectman Girard commented that the 12-Town Group recently discussed this and one town had noted on the application that there was a concern with the mental stability of the person. The State still issued the permit and told the applicant that the Town had recommended not approving the permit and provided a copy of the Town's comments to the applicant. The Board agreed it would be best to have a stamp made to use on the applications with something like "the Town has no knowledge of this person".

**4. Discuss Town Administrator's performance review:** Chairman Littlefield stated that the review would be conducted in executive session. Selectman Abbott said this item is to discuss the process. Selectman Gale remarked that the process took a long time last year and he would like to set a deadline this year. Selectman Girard said that the whole board completes a questionnaire and then sits down and talks about it, then two of the Selectmen sit down with the Administrator to conduct the review. Each year, one of the Selectmen that conducted the review the previous year and another Selectman that did not do the previous review will conduct this year's review. Chairman Littlefield and Selectman Gale will conduct the review this year. Selectman Abbott suggested that Ms. Brandt also complete the questionnaire rating herself this year. Selectman Gale will work with Chairman Littlefield to set a timeline for this. Selectman Woodsome would like the process to be completed by January 1<sup>st</sup>. Chairman Littlefield suggested that this be done no later than Nov. 15<sup>th</sup>.

**OLD BUSINESS:**

**1. Discuss sidewalk snow removal contract bid award with Property Care & Preservation:** Ms. Silberman reported that she did follow up with Property Care & Preservation to review the terms of the contract and also checked on 3 references that were very good. The Board agreed that the conditions of the bid award made last week have been met and to go with Property Care & Preservation. Ms. Silberman will follow up with getting the contract signed.

**2. Audit update:** Ms. Brandt reported that she heard from Chris Backman of RHR Smith & Company and everything is on schedule.

**OTHER:**

**1.** Moved by Selectman Abbott, seconded by Selectman Woodsome to sign warrants for bills and payroll, voted and passed - **4 yeas, 1 abstain (Littlefield)**.

**2.** Moved by Selectman Gale, seconded by Selectman Girard to accept the minutes of the 10/4/11 regular meeting as written, voted and passed - **4 yeas, 1 abstain (Littlefield)**.

**PENDING DECISIONS**

1. Fireworks Ordinance: The survey is on the website and Ms. Brandt has some sample ordinances for review. This will be discussed further in the future.
2. Public Service Announcements: David Lowe can assist with these or they can be done at the studio.
3. Performance Bonds: The work is done with this item and it has gone back to the Planning Board for a public hearing and then will come back to the Board for public hearing. Selectman Woodsome raised a question about the need for two public hearings. Selectman Abbott explained the process. The Board discussed the possibility of having both public hearings back to back.
4. Committee Self-evaluations

5. Work with Logan Circle residents on water runoff issue: Selectman Girard said she has been contacted by Michael Bouthillette and she will get back to him.
6. Review Driveway Opening Permit language: Selectman Girard said this is in the works.
7. Research deed for abutting lot offered for sale on Moonpenny Lane: The Assessor will look into this.
8. Transfer Station boundary: Ms. Brandt is in the process of taking care of this. She has provided a breakdown of the Lucas invoice to Mr. Stinson.
9. Economic Development Committee status: Selectman Girard said they are looking for members. Chairman Littlefield asked for interested residents to apply. The Board discussed ways to garner interest in volunteerism in the community. Selectman Gale will speak with his contact at the *Reporter* about doing an article.

#### **ACTION LIST:**

1. Firm up contract with Property Care & Preservation
2. Ms. Brandt and Chief Bors will develop a plan for removing the structure of the North Fire Station so that the property can be returned to the owner as it was before. Ms. Brandt said quotes have been obtained for this. Selectman Girard said we need to discuss this during the budget. Selectman Gale suggested the Fire Dept. burn it down. Ms. Brandt said the boiler can be removed and used at the Highway Department. Chairman Littlefield would like the North Station sign removed & placed at the new Central Station for historical purposes.

#### **AGENDA ITEMS:**

1. Restructuring/cross training plan
2. CMP & York County EMA director coming in next week
3. Budget process timeline

Chairman Littlefield reminded the Board that he will not be here for the next two meetings, Oct. 18<sup>th</sup> & Oct. 25<sup>th</sup>, and read the reminders.

**ADJOURNMENT:** Selectman Woodsome moved to adjourn the meeting at 8:21 pm, seconded by Selectman Gale, voted and passed - **5 yeas**.

#### **SIGNED:**

1. Warrants for bills & payroll
2. Minutes of 10/4/11
3. Property tax abatement #12-09 approved on 10/4/11
4. Concealed Firearms Permits

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

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