

**Waterboro Board of Selectmen Meeting
March 22, 2016 Meeting Minutes**

EXECUTIVE SESSION: Selectman Littlefield moved to enter into executive session at 5:52 pm per Title 1 M.R.S.A. §405 (6)(A) to meet with a board and committee applicant, seconded by Selectman Girard, voted and passed, **5 years**. Selectman Gale moved to come out of executive session at 6:04 pm, seconded by Selectman Littlefield, voted and passed, **5 years**.

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, Todd Truman, Code Enforcement Officer Glenn Charette, Parks & Recreation Director Mike DeAngelis, Deputy Treasurer Julie Giles, Administrative Assistant Christina Silberman & IT Manager David Lowe.

PLEDGE OF ALLEGIANCE: Chairman Abbott opened the meeting with the Pledge of Allegiance at 6:05 pm.

ANNOUNCEMENTS: None.

ADDITIONS OR DELETIONS TO AGENDA: None.

APPOINTMENTS: None.

HEARING OF DELEGATION: None.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Senator David Woodsome's newsletter
- c. Leavitt's Mill Free Health center Spring fun run/walk 5K invitation
- d. 4/12/16 Selectmen's Public Hearing notice - Maine State Statute Citation updates
- e. 4/14/16 Community Forum notice re: Opiate & Heroin Epidemic
- f. Waterboro board & committee vacancy list
- g. 2/17/16 Planning Board notice re: Timothy Fox Conditional Use Permit.
- h. 2/17/16 Planning Board Finding of Fact and Notice of Decision re: Donald & Dianne Holden, Tax Map 4, Lot 18
- i. Ecomaine Recycling Reports

REPORTS & STAFF INITIATIVES:

a. Selectmen's reports: Selectman Girard said that the Twelve Town Group is looking at applying for a broadband grant through the ConnectME Authority. Thanks to the diligence of IT Manager Dave Lowe, he obtained a map from Time Warner that shows that Waterboro has almost the entire town covered with fiber already. This makes it unnecessary for Waterboro to participate in the grant.

Selectman Woodsome said that he gave Deputy General Assistance Director Nancy Johnson a contact for a youth group that may be able to help people in need with their spring cleanup. People can contact him or Ms. Johnson for more information.

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

1. Lt. Mike Fraser recently celebrated his ten year anniversary of employment with our Fire Department! Many thanks to Mike for his professionalism on the job and for his wide array of skills working on all phases of emergency equipment. His initiative and experience saves the taxpayers between \$10k-\$20k per year on repairs that we do not have to contract out for.
2. Salt shed and dump truck loans: Biddeford Savings Bank offered to fund the salt shed loan at 2.72%. They are now offering an even lower rate for the dump truck with a five year term. I am proceeding to finalize both of these loans. We also have the new ambulance financing to investigate and arrange, and that is in process. Unless we find a better interest rate via a lease purchase or other financing option, I would be inclined to go with BSB. We hope to finalize the salt shed loan in early April at the latest, then the dump truck and ambulance after. The first payment for our new ambulance will not be until after July 1, 2016.
3. Salt shed bid status: Three bids came in. All bid totals below include adding roof sheathing under the metal roof to protect the metal roof material from salt dust. (The "bid alternate" for this RFP was to eliminate roof sheathing as a possible cost reduction. However, we do not think that is wise from a possible roof corrosion aspect.)
 - David P. Trask of Hudson, ME bid \$328,000 for the building and \$259,380 for the foundation for a grand total of \$587,380. This company has built over 70 salt sheds in Maine in recent years.
 - TPD Construction of Sanford bid \$359,000 for building and \$271,000 for foundation for a total of \$630,000. This company has built two salt sheds locally (Shapleigh and Acton).
 - Dotens Construction out of Freeport bid only for the building at \$536,200.The Public Works Director, the Town Engineer and I all recommend we accept the Trask bid, which is the lowest bid. They are experienced, have a good reputation with engineers and other municipal customers for good quality work and attention to detail. We will move forward with awarding this bid unless Selectmen desire further discussion.
4. Nomination papers can be picked up at town hall. The School Board has one 2 year term and one 3 year term. Selectmen have two 3 year terms and the Water District has one 3 year term. Nomination papers must be returned to town hall by 5 pm Monday, May 2nd.
5. Road postings came down on Friday March, 18th here and in many other neighbor towns.
6. Town Hall roof bid update: We re-bid this project. Sealed bid submissions are due at town hall by noon March 25, 2016. Seven contractors have visited town hall so far and three more called yesterday.
7. Budget update: The budget committee finalized their budget recommendations to Selectmen at their March 10th meeting. They are eager to meet in workshop with Selectmen ASAP. A couple of questions remain about new staff that may be needed if the SMCC Fire Science student program is phased out. The Fire Chief and other department heads as desired can attend the budget workshops. Please advise if March 24th, 29th or 31st work for Selectmen's joint workshops. The budget document handed out tonight is ready for Selectman's review and comments.
8. Do Selectmen want a referendum question for a second contract deputy? Per charter section 205 the Selectmen can add this to the Tuesday, June 14th ballot. State law does require a public hearing which we have plenty of time for.
9. Fire station architectural report: Chief Bors and I need to know what Selectmen want for next steps on this proposed addition report. Workshop with the Chief and Public Safety Committee and/or prepare for a binding or non-binding referendum at Nov. 2016 election?
10. Opiate forum: A forum is scheduled for April 14th from 6-8 pm at Central Station on the opiate & heroin epidemic. Mr. Lamb encouraged people to attend.

NEW BUSINESS:

a. Discuss/vote to approve a consent agreement: Code Enforcement Officer Glenn Charette explained the request. Todd Truman of the Truman Corp., who built the home, explained that he thought he had measured properly and this was not done intentionally. Mr. Truman said that he feels the amount of the fine is unfair. Selectman Girard moved to approve the consent agreement with a fine of \$5,000.00 plus \$500.00 in legal and administrative fees, seconded by Selectman Littlefield, voted and passed, **4 years, 1 nay (Woodsome).**

b. Discuss/vote to approve three quit claim deeds: Deputy Treasurer Julie Giles explained the request. The Board questioned some spelling errors. Selectman Girard moved to approve the three quit claim deeds with corrections, seconded by Selectman Woodsome, voted and passed, **5 years.**

c. Discuss/vote on board & committee appointments: Selectman Girard moved to appoint Cara Kent to the Cemetery Committee and to the Library Board of Trustees, seconded by Selectman Gale, voted and passed, **5 years.**

d. Discuss/vote to accept a board member's resignation: Selectman Woodsome moved to accept the resignation of Joe Demakis from the Library Board of Trustees, seconded by Selectman Gale, voted and passed, **5 years.**

e. Discuss/vote to authorize Fire Chief Matthew Bors, in his capacity as Deputy Town Administrator, to be added as an authorized signer on Town of Waterboro bank accounts: Selectman Girard moved to add Matthew Bors as a signer on the accounts in his capacity as Deputy Administrator with all the powers required to do the job as needed, seconded by Selectman Littlefield, voted and passed, **4 years, 1 nay (Woodsome).**

f. Discuss/vote to schedule Budget Workshop dates: Budget Workshops were scheduled for March 31st and April 7th at 6:30 pm.

OLD BUSINESS:

a. Discuss/vote to schedule a Public Hearing in April for amending Zoning Ordinance Article 2, Section 2.08: A public hearing was scheduled for April 28th.

OTHER:

a. Discuss/vote to approve the minutes of the March 8, 2016 regular meeting: Selectman Gale moved to approve the minutes of the March 8, 2016 regular meeting, seconded by Selectman Littlefield, voted and passed, **5 years.**

PENDING DECISIONS:

a. Review Comprehensive Plan task list.

WEEK'S ACTION LIST:

- Budget Workshop notifications.

DISCUSSION OF AGENDA ITEMS:

- Library Board of Trustees bylaws
- Discuss possible ballot questions
- Ballot clerk appointments

ITEMS NEEDING SIGNATURE:

- a.** Consent Agreement
- b.** Quit Claim Deeds

c. Minutes of the March 8, 2016 regular meeting

EXECUTIVE SESSION: Selectman Gale moved to enter into executive session at 7:15 pm per Title 1 M.R.S.A. §405 (6)(D) to meet with the Town Administrator for contract discussions, seconded by Selectman Girard, voted and passed, **5 years**. Selectman Girard moved to come out of executive session at 7:30 pm, seconded by Selectman Woodsome, voted and passed, **5 years**.

Discuss/vote on whether to approve the Town Administrator's contract renewal: Selectman Gale moved to approve the Town Administrator's contract as written, seconded by Selectman Girard, voted and passed, **5 years**.

ADJOURN: The meeting adjourned at 7:36 pm.

APPROVED: Date: _____
