

**Minutes for Waterboro Board of Selectmen Meeting  
December 13, 2016 at Waterboro Town Hall**

**5:15 p.m. – Executive Sessions - 6:00 p.m. Regular Meeting**

**5:15 pm EXECUTIVE SESSION** pursuant to Title 36 M.R.S.A. §841 and 1 M.R.S.A. §405 (6)(F), to discuss applications for poverty abatements.

**A motion was made by Tim Neill to enter into executive session at 5:15 p.m. Jon Gale seconded. Motion passed 3-0. Gordon Littlefield and Dwayne Woodsome absent.**

**Tim Neill made a motion to come out of executive session at 5:37 p.m. Jon Gale seconded. Motion passed 3-0. Gordon Littlefield and Dwayne Woodsome absent.**

**5:45 p.m. – Executive Session** pursuant to 1 M.R.S.A §405 (6)(A), to interview committee applicant.

**A motion was made by Jon Gale to enter into executive session at 5:40 p.m. Tim Neill seconded. Motion passed 3-0. Gordon Littlefield and Dwayne Woodsome absent.**

**Jon Gale made a motion to come out of executive session at 5:52 p.m. Tim Neil seconded. Motion passed 4-0. (Dwayne Woodsome had arrived at 5:42 p.m.)**

Regular meeting began at 6:00 p.m. with the following attendees: Selectmen Dennis Abbott, Jon Gale, Tim Neill, and Dwayne Woodsome. Selectman Gordon Littlefield was absent. Also in attendance were Gary Lamb, David Lowe, Lee Jay Feldman, Glenn Charette, Julie Giles, Tammy Wells, Ted Doyle and James Harriman.

- 1. PLEDGE OF ALLEGIANCE**
- 2. PUBLIC HEARINGS**
- 3. ANNOUNCEMENTS**
- 4. ADDITIONS OR DELETIONS TO AGENDA**
- 5. APPOINTMENT**
- 6. PUBLIC COMMENTS**
- 7. CORRESPONDENCE**

- a. Treasurer's reports
- b. Motor Vehicle and Excise Tax reports
- c. Representative Prescott Newsletter

## 8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports

**Jon Gale mentioned the staff and volunteer dinner that was held last Friday, December 9, 2016. He thanked Sherry Nadeau for her work on the dinner, Tim Neill who provided pies, Dwayne Woodsome who made a seafood dish and chili, Andy (Bimmy) Woodsome who donated some nice lean hamburg and Leo and Sandy Binette who provided most of the ingredients for the dinner.**

**Dwayne Woodsome mentioned that he attended the Zoning Board of Appeals meeting. The applicant withdrew his application, therefore a vote was not needed.**

**Tim Neill attended the 10 Town Group meeting. They discussed the potential placement of a new courthouse on Route 1 in Biddeford. Many of the towns and the County Commissioners are unhappy with this location. He presented a letter from Sheriff William King Jr. that outlined the reasons against this decision. The last page included the cost to the county annually of about 500,000. He feels that if the majority of the selectmen feel the same way, a letter should also be sent.**

- b. Town Administrator Gary Lamb's report

**Town Administrator Gary Lamb's report was delivered as follows:**

- **Town meeting elimination question status** - At the Nov 8, 2016 polls we collected signatures to possibly create a June 2017 ballot question on whether or not to replace town meeting with referendum voting. Per charter section 212 we needed to collect signatures from at least 15% of our registered voters (5377 as of Nov 8 2016)...or at least 807 signatures. We collected 1038 verified signatures. Consequently, the public should know that on Tuesday June 13, 2017 Waterboro voters will indeed be voting whether or not to replace town meeting with referendum voting beginning with the new fiscal year starting July 1, 2017. We would still have a traditional town meeting on Saturday June 17, 2017 (the last one if the June 2017 ballot question passes).
- **Health insurance update** - We must change how we treat our employees for family health insurance coverage or we are going to continue to lose more good employees. Our most popular plan's premium will increase 11% beginning January 1.... to \$693 per month or \$8316 per year just for a single employee. For family coverage, premiums are \$1554 per month or \$18,648 per year. With employees wanting family coverage paying 100% of the difference above single employee coverage, which means it costs an employee well over \$200 PER

WEEK to insure their family. That is not sustainable and I recommend we change our policy and have the town pay 50% of the additional family plan cost. Either that or we switch to 80% paid by town and 20% paid by employee. In FY 15/16 we budgeted \$203,000 for health insurance, spent \$145,000 on premiums with our new high deductible plan, and paid out \$25,873 in reimbursable employee costs. This left us with about \$32K in available residual funds as of EOY June 30 2016. If we met each employee halfway for additional family coverage costs, that would amount to just under \$5K additional cost to the town for each of three existing family plans. Let's please discuss at our Dec 27<sup>th</sup> meeting as part of our ongoing personnel policy update.

- **Fire station addition workshop date**?.....January 17 or 31?...I recommend Jan 17<sup>th</sup>.
- **Annual report preparation** - who do we want for dedication? Do we want new salt shed or other photo for front cover?
- **Salt shed update** - our outside sand/salt pile has been largely eliminated and moved into trucks or inside the new salt shed. The salt shed layout seems to be working very well and as planned. The modular wall between the sand and salt piles inside the salt shed will grow by another 50 feet in length before Jan 1.
- **Residential trashed yard cleanup legal costs** - We continue to pay thousands in legal costs for just a single residential yard cleanup if the owner is uncooperative. Perhaps we need to change strategy from a big stick legal philosophy to simply helping the homeowner rent a dumpster and don't even hire any lawyers. If the town paid part or even most of a large dumpster fee (about \$500) we would be way ahead in our costs. The homeowner could be charged on a sliding scale to partially pay for the dumpster. In addition, we could incentivize the homeowner by offering to rebate a considerable sum back to them if they cleaned up the yard in a short time span. Our latest yard cleanup with an uncooperative owner is already over \$3000 in legal costs.
- **Road shoulder progress** - with winter conditions upon us we are done gravelling the shoulders next to recently paved roads. Dave Benton and our crew did get Chadbourne Ridge Road shoulder completed along with the base coat for Straw Mill Brook Road. We will have to finish Straw Mill Brook Road shoulders next spring/summer.
- **Assessors update** - Atlantic Valuation Services, our contracted assessors, informed me in early December they are resigning as our assessors effective December 31, 2016. The main reason is Alex Konczal recently accepted the Lyman Assessor's position, and Bob Konczal does not have anyone to fill Alex's Monday and Tuesday slot here. I recommend we seriously consider hiring a 32 or 40 hour per week employee instead of trying again to contract it out.

**Dwayne Woodsome commented that we should begin advertising for an assessor's position. Gary Lamb has started that initiative and currently has one person that may be interested. The Selectmen will talk about the financial aspect of it at the next meeting.**

## 9. NEW BUSINESS

- a. Discuss/vote for appointment to the Zoning Board of Appeals for a term to expire June 30, 2017.

**A motion was made by Jon Gale to appoint Robert Leeman to the Zoning Board of Appeals for a term to expire June 30, 2017. Seconded by Tim Neill. Motion passed 4-0.**

- b. Discuss/vote to adopt the Shoreland Zoning Map

**Glenn Charette presented a large Shoreland Zoning Map and pointed out the areas affected.**

**A motion was made by Jon Gale to adopt the Shoreland Zoning Map Seconded by Tim Neill. Motion passed 4-0.**

- c. Discuss/vote to adopt the General Zoning map

**Jay Lee Feldman presented a large General Zoning map and outlined the history of the creation of this map. It is the same map being used since 2012, but needs to be officially adopted.**

**A motion was made by Dwayne Woodsome to adopt the General Zoning Map Seconded by Tim Neill. Motion passed 4-0.**

- d. Discussion of a moratorium on marijuana clubs

**Gary Lamb presented a condensed version from a MMA memo regarding marijuana and municipalities. The Selectmen decided to revisit this item after the recount is completed.**

- e. Discussion of any Board priorities for the FY17/18 budget

Some of the items for budget consideration were brought forward included:

**Public Works Director – Full time position vs part time position  
GIS mapping should be completed  
Assessing position options  
Insurance benefits  
Part time volunteer coordinator  
Fire Department facilities  
CEO increase in budget to cover attendance at Planning Board meetings etc.  
Further discussion on Planning and Economic Development support.**

- f. Discussion on tasks for the Public Safety Committee and the Economic Development Committee

**Dennis Abbott commented that we need to broaden the scope of duties of the Public Safety Committee. Some of the recommendations for committee involvement included:**

- **assist with the pending marijuana issue,**
- **assist with the next steps for the Fire Department building**
- **serve as a sounding board for the Chief**
- **establish long range planning**
- **serve as a conduit for Contract Deputies**

#### **10. OLD BUSINESS**

- a. James Harriman – Discuss/vote on a Consent Agreement

**A motion was made by Tim Neill to grant James Harriman a consent agreement with a fine of \$1,500 plus \$800.00 in legal and administrative fees for a total of \$2,300. Seconded by Jon Gale. Motion passed 4-0.**

#### **11. OTHER**

- a. Discuss /vote to approve the minutes of the November 22, 2016 regular meeting.

**Dwayne Woodsome made a motion to approve the minutes of the November 22, 2016 regular meeting. Tim Neill seconded. The motion passed 4-0.**

#### **12. PENDING DECISIONS**

- a. Review Comprehensive Plan task list

#### **13. WEEK'S ACTION LIST**

#### **14. DISCUSSION OF AGENDA ITEMS**

**The following items will be on the agenda for December 27, 2016**

**Personnel Policy discussion  
Health Insurance discussion  
Annual Report dedication ideas  
Alternatives for residential yard cleanups  
Update on Assessor's position and compensation**

**Hazardous Mitigation Plan**

**The Selectmen decided to hold a workshop on January 17, 2017 to discuss the Fire Department facilities and another one on January 31, 2017 to discuss Tax Increment Financing (TIF) with the Economic Development Committee.**

**15. ITEMS NEEDING SIGNATURE**

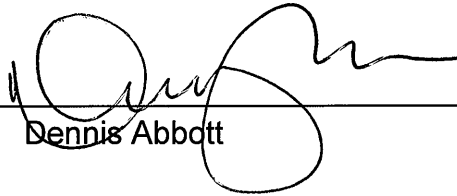
- a. Minutes of the November 22, 3016 regular meeting
- b. James Harriman Consent Agreement

**16. REMINDERS**

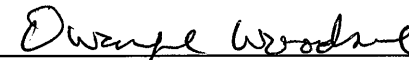
**17. ADJOURN**

**A motion was made by Dwayne Woodsome to adjourn the meeting. Seconded by Jon Gale. The motion passed 4-0. The meeting adjourned at 7:20 p.m.**

These minutes were approved by the Waterboro Board of Selectmen on December 27, 2016.

  
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Dennis Abbott

  
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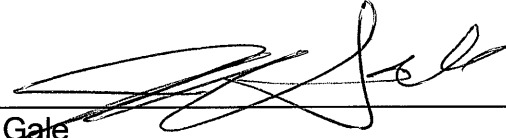
Dwayne Woodsome

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Gordon Littlefield

  
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Tim Neill

  
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Jon Gale