

## **SELECTMEN'S MEETING MINUTES**

### **DECEMBER 10, 1996**

Regular meeting of the Waterboro Board of Selectmen. Present: Bob Fay, Dale Witman, Pat Sicard, Patti Berry. Guests: Ralph Stanley, Neal Courtney, Pam L'Heureux, Beverly Sinclair, Robert Bohlman (FEMA), Fred Fay.

#### **APPOINTMENTS**

7:00 Fred Fay enters meeting to discuss the plowing of the Library parking lot. He agreed to add this to his contract for a cost of \$300. The selectmen informed Fred that Dan Johnson was told we would bring up a couple loads of gravel to help with fixing his road, but if it amounted to any more than that, it would have to be brought before the Town to vote on. His road has not been officially closed or abandoned and therefore it is still a town road.

7:15 Ralph Stanley enters meeting for his monthly update to the Board of Selectmen. He gives an update on the Swett Oil situation. As of tomorrow they are under order to secure the area or stop operations. They must put in new locks and valves. They are waiting for the Bank's approval of a loan to completely renovate the site. There is a lengthy list of deficiencies on the property. Ralph met with the owner, DEP, and EPA at the site when there had been another spill of about 20 gallons and when they arrived kids were playing on the tanks. Swett Oil does not have a spill control plan and they have no insurance on the site. On 12/5 Ralph met with Mr. Schinner (owner), the Fire Marshall, and DEP to discuss Mr. Schinner's plan to expand the capacity and use of the site. All the tanks must be replaced, everything has to be removed and DEP will come in and finish the cleanup. New vertical tanks will be put in with concrete containment and they will have to meet setbacks. The renovations are on hold pending the banks decision. They will continue to operate their business if they comply with securing the site.

The second issue discussed is the town owned Lake Arrowhead Lots that will be sold to abutters. It was voted in at special town meeting that these lots hold a non-buildable clause, except for accessory structures. Ralph requests from the selectmen exactly what that means. It was discussed to change the wording to exclude the non-buildable clause, and to bring that to the town to vote on at town meeting.

The Selectmen ask Pat what is happening with the Waste Oil disclaimer. We are waiting for our Attorney to draft it, if in fact it can be worded in such a way that it would defend the Town in court if needed. Ralph's concern is that once people leave the dump with the waste oil, it is considered hazardous waste and is being transported over town roads, what happens if there is a spill, and who is responsible at this point. Does our liability end when the oil leaves the dump? When Hazardous waste is transported the person hauling it, by law, must have liability insurance. How many citizens of Waterboro would have that.

Ralph states that since we cannot know exactly what is in the waste oil, why not just get rid of it using the company that will haul it away at no cost to the Town.

Raising permit fees was discussed. The right to raise fees must be voted in at Town meeting, not the fees themselves. Right now the fees are within the ordinance itself, but in different places.

Bob asks Ralph what he needs for a plumbing inspector assistant. Ralph says that he only needs a backup, in case of vacation or emergency time out of work. Bob states that we should be clear as to what the limitations are and that this is strictly a backup job in the case of Ralph not being available.

Dale asks Ralph about his request of Kazprzak to outline wetlands on a piece of property. Ralph states that this was simply a request, not an official demand, and his reason was that the wetlands be specified on the map so that people would know the limitations of the property. Ralph states that he was not singling anyone out, it was brought to his attention and he feels that along with enforcing codes in this town he should protect what resources we have here.

8:00 Neal Courtney who is doing the Fire Department Survey enters meeting at this time. Also Pam L'Heureux, Beverly Sinclair, Robert Bohlmann enter. Neal reports how the status of his survey at this time. He is at the fact finding stage and has been doing a lot of it. His objective in meeting with the Selectmen at this time is to introduce himself, develop a rapport and bring them up to date on his findings. He is researching the fire challenges of this community. He feels there are far more things that can be accomplished here in this Town. The Prospective for the next 5 years is to consolidation of all departments including group purchasing and geographic area. Administratively, he is looking at the relationship between the town and the fire department. He is studying our compliance with OSHA regulations. He is studying personnel issues; recruiting, retention, training. We have more people in the town we can utilize. He is looking at Funding, Capitol Improvements, and what the department might need for equipment upgrades. His goal is to recommend a Central/New Fire Department, the equipment needs for the next 5-10 years. He has looked at past expenditures for operational budgets verses capitol outlay. The strategic plan is to get us up to optimal level of service. The Town's relationship with the Fire Department, although very confusing, is commendable. Dale asks if he could put a cost figure in his survey. Neal says that he wouldn't do that. Bob asks Neal when his study will be complete. It will take longer than what we can prepare for Annual Town Meeting. We can set aside some time at Town Meeting for Neal to speak and give information. We could also have public informational meetings. Neal would like to finish his report before having any meetings. The selectmen would sponsor a public meeting even though Neal is basically working for the Fire Department. Neal states that the biggest hurdle is streamlining fire protection and crafting a municipal organization including the Selectmen and the Fire Department.

Pat asks Neal when his report will be finalized. Neal will do a draft and submit it for review hopefully in early February. He would like to submit it to a couple of key people and get feedback and then submit the final draft for public review, then have public information meetings. Right now he feels the workload on volunteers is becoming excessive and the Town might consider a full time Fire Chief.

8:30 Pam L'Heureux and Bob Bohlmann enter meeting at this time to discuss the Town's emergency plan in the event of a disaster. Pam will leave the current plan with Patti to copy for each selectman to review and sign if they chose. She reports that she works closely with the Fire and Rescue Chiefs. Her job as the Town's Emergency Management Agency director is get help if any situation goes beyond the control of local departments. She will then call Bob Bohlmann at FEMA to coordinate help from the County, whatever help we might need. The selectmen will also be notified immediately. The Plan should be reviewed annually. The shelter is located at the school when needed. The Red Cross pays for this whenever we need to open it. There have been two mock drills in Waterboro, one being a plane crash on route 5, and the other, a wild fire in Lake Arrowhead. Bob Bohlmann reports that they went very well. Bob B. says that Pam should have a deputy, possibly the Fire Chief in case she is unavailable in the event of a disaster. That is also the reason why key people should have the disaster plan so they can pick it up and know what to do and who to call in an emergency. Bob B. says that Pam is doing a great job. He reports that with her help, and many others of course, the York County EMA office is a model for the state. Bob B. informs the Board that there is a Community preparedness course offered by FEMA that they are looking for sponsor to hold this course. They will teach it for free, it includes CPR training, and basic first aid training. It is put on for people who might be stranded for whatever reason to have basic survival skills.

## **DISCUSSION**

Bob Fay motions to put a stop sign with strips painted, in place of the yield sign at the end of New Dam Road where it connects with Chadbourne Ridge Road . Dale seconds. Motion is passed.

There has been a request of the Board to pay ½ the money to do the work on the Salt shed. Bob Fay motions to give the contractor the money to get started on the work. Dale votes yes. Motion is passed.

Bob Fay motions to have no selectmen's meeting on the week of Christmas. Dale seconds. Motion is passed. We will have selectmen's meeting on Monday the following week, due to New Year Holiday.

Pat reports that she received a request from Ross Corner Fire Dept. for an insurance payment that is \$78.00 more than is allocated for them. The Selectmen decide to pay the bill and take the extra money out of incidentals.

Pat reports that she received a request from the chair of the Road Review committee to have a paid secretary for that committee. This request was tabled until the selectmen meet with that committee.

A discussion of the printing of the Town Report began. Pat would like to print the Town Report separately from the Warrant this year. Town report can be distributed door to door with the help of the Jr. Rec. kids and will save the cost of mailing them. Printing the Warrant for Annual Town meeting separately would give more time for the Board and the Finance committee to go over the budget requests and to review the Articles. We could mail the warrant before Town meeting to give citizens time to review it. Bob and Dale both vote yes on this.

Bob Fay would like to have Ray Boudioun invited to the Council meeting so that he could thank him for his help in getting the Town set up on the Internet.

Pat reports that she will be meeting with Fred Fay and Doug Foglio on requested road projects so that she has an informed idea of what these requests will involve.

Pat discusses the subject of job performance reviews. There are employees who are due for them and there are employees who have never had one. Should she do them or do the Selectmen want to do them. Pat is running the day to day operations of the selectmen's office and they would like to have some input in the reviews but they would like to have her actually do them, with all points of view from her and the selectmen put together.

## **EXECUTIVE SESSION**

Dale motions for executive session at 10:15. To discuss personnel issues.  
Motion to come out of executive session made at 10:25.

## **SIGNED**

The Board signed the Warrant for Bills and Payroll. They also signed:

1. CMP pole location permit.
2. One Me. State Police request for background check.
3. Four appointment papers as follows: Francis Towns as Alternate representative to the Saco River Corridor Commission. Robert Davis to the Park's and Rec Committee. Scott Hamilton to the Recycling Committee and to the Conservation Commission.
4. Two tax abatements.

**APPROVED, DATE** \_\_\_\_\_

 