

TOWN OF WATERBORO
BOARD OF SELECTMEN MEETING MINUTES
JULY 8, 1997

Attending: Dennis Abbott, Dale Witman, Brenda Charland, Pat Sicard. Also attending: Guest Sam Evrard.

7:07 p.m. Chr. Abbott called the meeting to order.

7:10 p.m. Dave Dittmer, Parks and Recreation Director

Discussion: Parks and Recreation Summer Revenues, Checking Account, and Petty Cash amount.

Background information The Parks and Recreation budget was prepared for summer recreation based on expected appropriations plus revenue, and due to current information, may be in deficit spending. By Town Meeting vote on 3/8/97, the revenues were voted to become part of Miscellaneous funds, and any balance in the account would be zeroed at the end of the Fiscal Year.

Motion made by Dale Witman: To dissolve the checking account, return all revenues collected to the general fund under Miscellaneous Revenues, return any funds left on 6/30/97 to the General Fund, and that the Parks and Recreation Director be allowed \$500.00 for petty cash.

Brenda Charland requested that the motion be broken into sections for discussion and vote.

Chr. Abbott stated that the balance of funding for the department comes from Miscellaneous funds. Therefore, restating the Motion, the revenue collected prior to July 1, 1997 will go into Miscellaneous Funds. Brenda Charland second. All in favor. Motion carried.

Brenda Charland requested amending sections of the motion as follows: The Director would retain the checkbook with a balance of \$500.00. Second: Dennis Abbott Discussion: Dale Witman opposed. Vote called: 2 in favor, 1 opposed. Motion carried.

Chr. Abbott motion: Any fees collected after July 1, 1997 will be allocated to Miscellaneous Revenue. Brenda Charland second. Vote: All in favor. Motion carried.

7:45 p.m. Sam Evrard, Northern Data Services

Discussion: Upgrading Present Town Hall computer central processor

Sam Evrard presented three options for the Selectmen's consideration. The Treasurer, Town Clerk, Motor Vehicle Agent, and Tax Collector affirmed the need for upgrading, due to the present system's limited capacity and speed. Chr. Abbott requested a recommendation of options, and Sam Evrard recommended Option I, which will cost approximately \$23,000 and will put us up to date with the rest of the industry. A new system printer will be ordered to replace the malfunctioning 11 year old current printer, and the Motor Vehicle Agent will be given one of the unused PC's.

Chr. Abbott moved that the issue be discussed in the near future. All agreed. The computer upgrade will be placed on an August meeting agenda.

8:15 p.m. Elias Smith, Fire Chief

Discussion: Old Home Days Fire/Safety preparedness

Due to the recent fireworks accidents, Elias Smith was asked to attend, and stated that his whole "crew" would be available for the fireworks display. He requested that 2 policemen be stationed on Route 202, and that the Fire Marshall determined that 3 trucks must be present and determined the number of personnel. Bob Gobeil, Old Home Days Chair, does not have extra police coverage, but will contact the State and County departments. He also asked Elias Smith for a copy of the revised fire coverage rules.

8:35 p.m. Pam L'Heureux, E911 Chair, Fire Department Trustee
Discussion: Fire Tower Commemoration, 911 update, and Clerk/Paramedic Job Description

The job description for the Clerk/Paramedic, who is the only town employee for the Waterboro Fire Department, Inc. was presented in rough draft form, with a final draft for the Selectmen's review on 7/15/97 ready by 7/11/97. The job has been redefined to comply with labor laws. The Trustees are working on job descriptions for the Chief, Assistant Chief, Rescue and Fire volunteers, which will be presented in the future as "a package" for approval.

Pam discussed distribution of commemorative key chains at the Ossipee Tower Dedication in August. The Selectmen have not been informed that a large ceremony is planned, and Elias Smith will get the name of the organizer to Pat Sicard and Jason L'Heureux will get a copy of the information he has received to the Selectmen.

The E911 maps are completed, and when final review is completed in Augusta by mid-August, the Town will order and place new street signs. Pam explained the notification process will take place probably in October and is twofold: Residents are informed by both the Town and Post Office regarding new addresses. Pat Sicard has researched sign costs. Pam requested that the Town provide the new house numbers to residents.

9:00 p.m. NEW BUSINESS

- Assessor Resignation effective on August 3, 1997: Duly noted and received in accordance with current contract. Chr. Abbott stated that we have some time to take action to replace the Assessor.
- Olivolo consent decree on 3 foot setback violation and avoidance of tax title auction: Chr. Abbott motion: No approval or extension time. Dale Witman second. All in favor. Motion carried.
- Bagley consent decree on 3 foot setback violation: Chr. Abbott motion: Class D survey needed; no approval given. Dale Witman second. All in favor. Motion carried.
- Approval for employees to receive salary and COLA 4% voted at Town Meeting requested by Pat Sicard. Chr. Abbott made the motion to accept the request, with a request to have the system for giving increases defined in the Personnel Policy. Brenda Charland seconded, adding that this needs to be reflected in motions at Town Meeting. All in favor. Motion carries.
- Selectmen's Pay Schedule: Request from Treasurer for directions. Chr. Abbott motion: Each selectman will speak to the Treasurer if a change in the current 1/12 per month schedule is requested. Brenda Charland second. All in favor. Motion carries.
- Changing of locks following staffing changes: After discussion this received no support.
- Planning Board Clerical Support: Pat Sicard will contact the Planning Board Chair and request that the Board discuss needs at their next meeting on July 9, 1997, and request the Chair to meet with the Selectmen following the Town Council Meeting on July 15, 1997.

9:45 ACTION ITEMS

- Alpha One Specs for renovations: Begin to put bid packets together.
 - Committee Appointments: As of July 1, 1997, appointments must be made for new fiscal year.
1. Old Home Days Committee: Chr. Abbott motion: Appoint Angela Ames, Dan Chauvette, Dawna Dolloff, Katie Dolloff, Bob Gobeil, Sheryl Harmon, Paul L'Heureux, Nan McDowell, Jennifer Quattrucci, Ginny Schaefer. Second by Brenda Charland. All in favor. Motion carried.
 2. Planning Board: Judy Carll applied for reappointment to five year term. Brenda Charland: Motion to appoint Duane Fay. Chr. Abbott seconded. Discussion: The Selectmen agreed that they should talk to the three applicants for the opening before appointing. Applicants to be invited to the 7/22/97 Selectmen's meeting.
 3. Finance Committee: Seven openings and four applicants. Discussion: This committee will not meet for a while, and appointment decisions will be put off until next month.

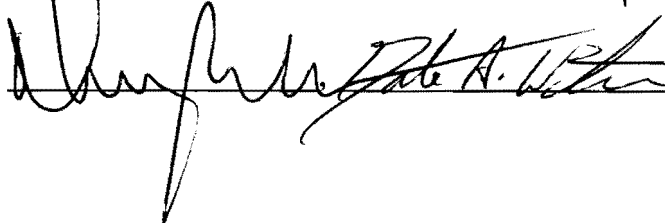
4. Parks and Recreation Committee: Chr. Abbott made a motion to appoint Dan Chauvette, Bob Gobeil, and Steve Harlow. Brenda Charland second. All in favor. Motion carried.
5. Zoning Board: Chr. Abbott made the motion to reappoint Ron Hackett; appoint Dana Lewis to fill the rest of Brenda Charland's term, and Todd Morey to fill Barbara Krew's term. Brenda Charland second. All in favor. Motion carried.
6. Conservation Commission: Chr. Abbott made the motion to reappoint Scott Hamilton. Brenda Charland second. All in favor. Motion carried.
7. E911 Committee: Chr. Abbott made motion to reappoint Pam L'Heureux and Judy Fay. Brenda Charland second. All in favor. Motion carried.
8. Road Review Committee: Chr. Abbott made the motion to discuss the committee structure and applicants with the Road Commissioner before making appointments. The applicants will be asked to meet with the selectmen after the Council meeting on 7/15/987.
9. Fair Hearing Committee: Chr. Abbott made the motion to reappoint Millard Genthner and Debbie Downs and recruit one more member. Brenda Charland second. All in favor. Motion carried.
10. Assessing board of Review: Chr. Abbott made the motion to reappoint John Hewes and recruit one more applicant. Brenda Charland second. All in favor. Motion carries.
11. Recycling committee: Chr. Abbott made the motion to reappoint Mike Leach, Valerie Leach, and Scott Hamilton. Dale Witman second. All in favor. Motion carried.
12. Constable/Animal control Officer: Chr. Abbott made the motion to reappoint Chauncey Gerry, and to reappoint Ed Brann for Assistant Animal Control Officer. Second by Dale Witman. All in favor. Motion carried.
13. Taylor House Trustees: Chr. Abbott made the motion to reappoint Diane Holden as the Selectmen's representative, and to reappoint Ginny Day as a full member and Bob Gobeil as an Associate member. Brenda Charland second. All in favor. Motion carried.
14. EMA: Chr. Abbott made the motion to reappoint Pam L'Heureux. Brenda Dharland Second. All in favor. Motion carried.
15. Health Officer: Chr. Abbott made the motion to reappoint Ginny Pare as Health Officer and Pam L'Heureux as Assistant Health Officer. Dale Witman second. All in favor. Motion carried.
16. Discussed request from Michelle Dion: No committee interest was specified. Brenda Charland to follow-up.

10:20 p.m. OLD BUSINESS

- Bob Gobeil stated that everything is ready for the Old Home Days celebration.
- Doug Foglio and Fred Fay will be asked to meet with the Selectmen following the Council meeting. Pat Sicard reported that the information has not come in from Rep. McAlevey yet on other town's costs for assuming winter compact miles from the state.
- Agenda items for future meetings: 7/22 Planning Directions for Committees
- Discussion about filling the Code Enforcement position: Pat Sicard reports that Hollis CEO Steve Lambert will fill in Mondays and Wednesday mornings (for emergencies) and will accept \$10 per hour plus mileage.

10:30 p.m. Due to the lateness of the hour, it was voted to continue the meeting on Thursday, July 10, 1997 at 7:00 p.m. in the Selectmen's Office to review CEO applications. Motion to adjourn until that time. All in favor.

Signed by the Waterboro Board of Selectmen on: 7/22/97

 Brenda Charland