

**SELECTMEN'S MEETING MINUTES**  
**July 10, 2012**

**Executive Session #1 @ 4:30 pm:** Selectman Girard moved to go into executive session per Title 1 M.R.S.A. § 405 (6)(A) – to discuss a personnel matter, seconded by Selectman Abbott voted and passed, **5 years**. Selectman Girard moved to come out of executive session, seconded by Selectman Gale, voted and passed, **5 years**.

**Executive Session #2 @ 5:45 pm:** Selectman Girard moved to go into executive session per Title 1 M.R.S.A. § 405(6)(A) to meet with Committee applicants, seconded by Selectman Abbott voted and passed, **5 years**. Selectman Girard moved to come out of executive session, seconded by Selectman Abbott voted, and passed, **5 years**.

**PRESENT:** Chairman Littlefield, Selectmen: Abbott, Gale, Girard & Woodsome, Brigit McCallum, Jack Seery, Doug Foglio, Scott Davis, David Sanfason, Christina Silberman & David Lowe. Mark Mitchell and Jerry Daigle were present for their reports.

Outgoing Chairman Littlefield opened the meeting with the Pledge of Allegiance at 6:04 pm.

**ELECT CHAIRMAN OF THE BOARD OF SELECTMEN FOR 2012-2013:** Selectman Woodsome nominated Dennis Abbott as Chairman, second by Selectman Gale. Selectman Woodsome moved to cease nominations and elect Dennis Abbott as Chairman, seconded by Selectman Gale, voted and passed, **4 years, 1 abstained (Abbott)**. Selectman Gale thanked Selectman Littlefield for serving as Chair for the past year and said he did a great job. The sentiment was echoed by members of the Board and those present with applause.

**ANNOUNCEMENTS:** Chairman Abbott announced that EcoMaine is requesting that any fireworks being thrown away be soaked in water and double bagged in plastic prior to disposal. Chairman Abbott gave kudos to members of the Old Home Days Committee for their hard work and dedication for a successful 26th Old Home Days Celebration held this past weekend.

**APPOINTMENTS:** None

**HEARING OF DELEGATION:** Road Commissioner Doug Foglio addressed the Board regarding the new budget. He asked if the pavement should go out to bid or if we should extend the current contract. The Board asked him to follow up with the Town Administrator about this. Mr. Foglio asked about spending from the current road budget for non-capital items. The Board asked him to check with the Town Administrator about the cash flow and spending.

**CORRESPONDENCE:** Chairman Abbott reviewed the following correspondence:

1. Treasurer's Weekly Financial Reports
2. Rep. Libby's newsletters
3. Assessor's Agent report
4. **CONFIDENTIAL** – Letter from Town Attorney re: legal matter

## **REPORTS & STAFF INITIATIVES:**

**1. Code Enforcement Officer (CEO):** CEO Mark Mitchell said he is happy to be working here in Waterboro and he is supporting local businesses. He has issued certificates of occupancy for completed new homes and permits for 6-7 new homes to be constructed. He has inspected a number of septic systems, included the one at the High School that is currently being rebuilt. The Sanford Institution of Savings is currently building a new location next to Dunkin Donuts and they are installing a large septic system. The Town has received \$12,000 from a consent agreement. Mr. Mitchell said that he has asked two contractors to pay double permit fees for installing foundations without obtaining a permit. Mr. Mitchell said that he will be receive training now that he has been appointed as the Deputy Health Officer and he is working with the State on the 911 Addressing Officer responsibilities. Mr. Mitchell said he is able to conduct energy surveys to identify ways for residents to decrease their energy usage and he can do this for residents if the Board wishes him to. Mr. Mitchell said he spoke with the new owners of the old Door North property and they will be making custom wooden counter tops. They are planning to make some improvements to the property and will be working with Mr. Mitchell and the Fire Marshall, Mike Fraser, about requirements. Mr. Mitchell said he has been approached by someone interested in building a small office building on Main St. and another person about building a service facility, also on Main St. He will be meeting next month with a representative from ISO (International Standards Organization) to review the effectiveness rating in Waterboro. Selectman Girard asked Mr. Mitchell to look at our permitting fees to ensure we are in line with other towns. Chairman Abbott said it is good to see him fitting in and learning about the community.

**2. Assessor's Agent Report & Discuss/vote on annual Assessing Maintenance Agreement and Revaluation Maintenance Agreement:** Jerry Daigle reviewed his report that was provided in the meeting packet. Selectman Girard moved to approve the annual Assessing Maintenance Agreement and Revaluation Maintenance Agreement, seconded by Selectman Littlefield, voted and passed, **5 years**.

**3. Saco River Corridor Commission:** None – not present

**4. Library Board of Trustees - Discuss/vote on use of donation account funds:** Trustee President Brigit McCallum reminded the Board that the Library parking lot should be closed off when the parking spaces are striped so people do not drive on it. People use the parking lot when the library is not open to access the WiFi. Ms. McCallum talked about the donation account that was set up for gardens at the new library. Now that there will not be a new library in the foreseeable future, the Trustees would like to know if the funds could be used for gardens at the present library. Ms. McCallum said that she has approval to spend these funds from Willis Lord who is the person that asked for this account to be set up in memory of his wife. Selectman Gale said Ms. McCallum should check with the Town Administrator about going to bid for the work. Selectman Girard questioned if we can expend the funds without voter approval. Jack Seery said that the town is holding the funds in an account but he does not feel it is town money because it came from donations in memory of Mrs. Lord. Chairman Abbott said it is donated money for a purpose and we now have an article saying we can accept "gift" funds and expend them. Chairman Abbott said we may need a legal opinion about the expenditure of the funds. Selectman Littlefield said that he thinks the article approved at the last town meeting authorizing the town to expend

donations & grants would cover this. Selectman Woodsome said he would like to see this resolved without going to a lawyer. Chairman Abbott said we can query MMA without a cost. Mr. Seery asked about painting the Library and the Board asked that he and Ms. McCallum follow up with the Town Administrator.

**5. Selectmen:** Selectman Gale said that he attended the Cemetery Committee meeting last night. They are looking for people that can adopt local abandoned cemeteries to provide basic maintenance such as mowing & weed-whacking. Mr. Gale asked that interested persons call the town office. Selectman Littlefield said he received a call about speeding traffic on Deering Ridge Rd. and he would like to see some enforcement done there. Chairman Abbott said there was a similar complaint that came over the website about speeding on West Rd. Selectman Girard commented that the traffic counters that the Road Review Committee has can track speeding vehicles and note the time. Perhaps these traffic counters can be used to help the Contract Deputy to determine what time of day speeding is the biggest issue. Mr. Foglio suggested that the Town Administrator share the Speed Limit Ordinance (stating that all town roads have a 35 mph speed limit) with law enforcement.

**6. Town Administrator:** None- not present

#### **NEW BUSINESS:**

**1. Discuss/vote to schedule a workshop to discuss fire hydrants in Lake Arrowhead:**

Chairman Abbott said that we need to discuss the cost, determine if the water flow meets requirements for a hydrant, discuss maintenance, etc. and have the Fire Chief present. Dave Sanfason, President of Lake Arrowhead Community, Inc., explained that the water system has the capacity for hydrants. Scott Davis said the Fire Dept. has tested the current hydrants. Selectman Littlefield questioned if hydrants on New Dam Rd. would require a utility easement because this would be a private hydrant on a public road. Selectman Girard asked that Tom Ursia be included in the workshop as there may be grant opportunities and maybe we could do something jointly with Limerick. Mr. Davis commented that Steve Levy believes it would be cost prohibitive to do the required study for a Community Development Block Grant. Chairman Abbott suggested scheduling a workshop for July 31<sup>st</sup> at 7 pm after a brief Selectmen's meeting and the Board agreed.

**2. Discuss/vote on sale of town owned property, Map 1 Lot 22G:** Selectman Littlefield moved that the Board authorize the sale of the town owned property located at tax map 1 lot 22G and that the cost include the amount of back taxes and filing fees, seconded by Selectman Gale, voted and passed, **4 yeas, 1 abstained (Woodsome)**.

**3. Review Capital Improvement priority list:** The Board reviewed the Capital Improvements Project list for the current year. Mr. Foglio said he is looking into an excavator lease and getting prices. He asked the Board if he can move forward with the Town Administrator on this and the Board agreed. The Board approved the list as long as the Town Administrator is OK with it.

**4. Discuss/vote on committee appointments:** Selectman Girard moved to appoint Darren Walls and Patricia Payeur to the Cemetery Committee and Cleo Smith and Todd Smith to the Community Garden Committee, seconded by Selectman Gale, voted and passed, **5 yeas**.

Selectman Littlefield left the room temporarily.

**5. Discuss/vote to remove Connolly Point from the snow plow list:** Selectman Girard moved to remove Connolly Point from the snow plow list, seconded by Selectman Gale, voted and passed, **4 years.**

**6. Discuss/vote on nominations for MMA's 2010-2012 Legislative Policy Committee:** Selectman Gale moved to vote for John Sylvester for the Maine Municipal Association's Legislative Policy Committee, seconded by Selectman Girard, voted and passed, **4 years.**

**7. Discuss employment contracts:** Selectman Littlefield returned to the meeting. He said that he asked for this agenda item due to a discussion he had at Town Meeting about what would happen if a contracted employee's position was not funded. Chairman Abbott asked that the Board members review current employee contracts and keep in mind to add a clause to cover this as contracts are renewed.

**OLD BUSINESS:** None

**OTHER:**

1. Moved by Selectman Girard to sign warrants for bills and payroll, seconded by Selectman Littlefield, voted and passed, **5 years.**

2. Moved by Selectman Gale to accept the minutes of the 6/26/12 regular meetings as written, seconded by Selectman Littlefield, voted and passed, **4 years, 1 abstained (Abbott not present at that meeting).**

**PENDING DECISIONS:**

**1. Public Service Announcements:** The Transfer Station/Recycling Committee is working on project #2

**2. Review Driveway Opening Permit language:**

**3. Board & Committee status:**

**4. Water District office space lease:** Ms. Brandt sent them another copy to sign

**5. Internet and Electronic Mail Policy revisions:** This is being reviewed by Nancy Brandt and Dave Lowe

**6. Barriers to prohibit vehicles from driving on the public beach:** The Conservation Commission is looking into this.

**7. Sale of town owned property, Map 1 Lot 22G:** This has been authorized and this item will be removed for the pending list.

**WEEK'S ACTION LIST:**

1. Check on bidding out the hot top.

2. Ask the CEO to review permit fees

3. Check on the Library garden donation account

4. Prepare a letter for the Chairman to review notifying Connolly Point residents that the road is a private road and will no longer be on the town snow plow list,

5. Notify Tom Ursia and Chief Bors that a hydrant workshop has been scheduled and invite them to attend with Scott Davis and David Sanfason. Ask the Town Administrator to get input from legal regarding utility easements/encroaching on right of way for town roads.

**DISCUSSION OF AGENDA ITEMS:**

1. Ask Deputy Sanborn to attend the next meeting to discuss speeding issues.
2. Discuss/vote on Selectmen Committee assignments
3. Discuss CEO's suggestion about energy surveys
4. Follow up on the Library garden donation account with the Town Administrator's recommendation
5. Discuss/vote to issue a release deed returning any interest in the property that previously was used for North Station to the Goodwins with a letter of appreciation for use of the property

Chairman Abbott read the reminders.

**ADJOURNMENT:** Selectman Woodsome moved to adjourn the meeting, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

**SIGNED:**

1. Warrants for bills & payroll
2. Minutes of 6/26/12

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

---

---

---

---

---