

**Waterboro Board of Selectmen
February 5, 2013**

5:45 PM EXECUTIVE SESSION: Selectman Littlefield moved to go into executive session at 5:49 pm per Title 1 M.R.S.A. § 405(6)(F) to discuss a confidential matter with the Road Commissioner, seconded by Selectman Girard, voted and passed, **5 yeas**. Selectman Littlefield moved to come out of executive session at 6:08 pm, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield and Woodsome, Town Administrator Nancy Brandt, Dick Bateman, Cindy Durney, Dwayne Prescott, Administrative Assistant Christina Silberman and IT Manager David Lowe. Treasurer Julie Giles was present during Old Business item #2

PLEDGE OF ALLEGIANCE: Chairman Abbott opened the meeting with the pledge of allegiance at 6:09 pm and apologized for the delayed start due to the prior executive session.

ANNOUNCEMENTS: Selectman Littlefield reported on the passing of Maine Warden Service Deputy Chief Gregg Sanborn and on the passing of Shapleigh Selectman Ruth Ham and extended condolences to their families. Selectman Littlefield urged the public to be extremely careful on the ice. An ATV broke through the ice here in town this weekend. There are weak spots in the ice even further north of here.

APPOINTMENTS: None

HEARING OF DELEGATION: None

CORRESPONDENCE: Chairman Abbott reviewed the following;

1. Treasurer's Weekly Financial Reports
2. Rep. Libby's e-newsletter
3. Planning Board 2/6/13 agenda
4. Assessors' Agent's February 2013 calendar

REPORTS & STAFF INITIATIVES

1. Old Home Days Committee: Old Home Days Committee Chairman Cindy Durney reported that the Committee has been meetings and has set the date for Old Home Days for July 12th and 13th. They are starting the year with \$13,233.55. They plan to raise about \$5,000 with their booklet and the vendors. They are not planning any bus trips. They are waiting for confirmation from the school for use of the facility. They have received a proposal from Atlas for the fireworks. The Committee is looking for new members and it is a lot of fun. They are going to be selling ads for their booklet. Kerry DeAngelis will be producing the booklets again this year and she does a fantastic job. Selectman Girard asked if they have chosen a theme yet. Ms. Durney said they have not chosen a theme and they are open for ideas. People can contact them with ideas through the town website's Old Home Days Committee page. Hannaford's accepts donations for a different cause each month. Old Home Days received donations of \$95.35 from Hannaford for a two week period in January. Hannaford's will also accept donations for Old Home Days in

June. Ms. Durney said they would love to hear recommendations and they do need more help.

2. Cable Television Committee: Saco River Cable Committee member Dick Bateman reported that Committee Chairman Tony Vigue told them that the lawyer for Time Warner Cable has finally sent the package that the Committee put together five years ago to their Finance Committee and will wait to see what happens. In the meantime, we continue to operate under the old agreement. Mr. Bateman said things have been quite. Several years ago they did a study in Waterboro and the only place that didn't have cable was a section of West Road. Selectmen Littlefield said that there are some houses on McLucas Road that do not get cable. These houses may have been built after the study was done. Selectman Woodsome asked if it is time to reassess the town and Mr. Bateman said he will suggest that. David Lowe said he believes there is a guideline that if there are a certain number of houses within a certain distance they are automatically eligible for cable. Chairman Abbott asked if the Maine Legislature's broadcasts are being played through Time Warner Cable. Mr. Bateman said he will have to check. (This is channel #181 through Time Warner Cable for Waterboro viewers.)

3. SRCTV Board: SRCTV Board member David Lowe encouraged residents to take advantage of the services at the studio. If anyone is interested in producing a show there are people there to help you through the process. They are at 564 Plains Road in Hollis. Go to the website at src-tv.org or call 727-5702 for more information.

4. Road Commissioner: None

5. Selectmen's reports: Selectman Girard reported that the Budget Committee had a workshop with the York County Commissioners on Wednesday evening. Atty. Gene Libby was there to make a presentation on the Commissioner's Ethics Policy. The message was that the York County Budget Committee members are subject to the Ethics Policy. If members do not sign off on the policy, they could rule that any votes of the Budget Committee are null and void. The Budget Committee is meeting this week and they will discuss the outcome from the workshop. The Commissioners feel that the Budget Committee falls under County Government. They discussed municipalities' requests to hold off on the change in fiscal year for York County. Selectmen Girard feels that they will not hold delay this process. They talked about the Governor's proposal and the impact to municipalities. The Commissioners are willing to work with the municipalities and stand up to the Governor regarding the negative impacts to municipalities if the proposal goes through. The Budget Committee meets again tomorrow night and the Commissioners will also meet tomorrow at 4:30 pm. Selectman Girard reminded the Board about the York County Advocacy Group meeting this Saturday at 10 am.

6. Town Administrator's report: Ms. Brandt said she is still working on the warrant and the budget. As of this Friday, the phone service carrier will be switched over to Time Warner. Ms. Brandt said one line will be kept for the internet through OTT as a backup.

NEW BUSINESS: None

OLD BUSINESS

1. Review budget workshop dates: There is a budget workshop tonight on Roads and another budget workshop this Thursday night on the Transfer Station. The Board scheduled another workshop for next Tuesday night following their regular meeting.

2. Discuss Town Charter revision implementation progress: Selectman Gale reported on the change from a Finance Committee to a Budget Committee. He met with Dianne Holden, Jim Carll and Todd Abbott. He outlined the process in 5 phases. 1) Dept. Heads develop the budget. Prior to this it is recommended that the Selectmen meet with the Town Administrator and the Budget Committee to review directives and set a time line. 2) The Town Administrator works with the Budget Committee on the Dept. Heads proposed budgets, Selectman can attend these meetings for information purposes to ask questions but may not vote. 3) The Town Administrator presents the recommended budget to the Selectmen with the Budget Committee present. 4) The Selectmen meet and make recommendations on the proposed budget. 5) The budget goes to the people with recommendations of the Selectmen and the Budget Committee.

Selectman Littlefield reported that he spoke briefly with the employees and plans to meet with them after he gets copies of job descriptions from the Town of Gray.

Selectman Girard said she is going through the current policies and comparing them with the revised charter. She will work on necessary revisions and catalog the policies.

Selectman Woodsome said he will visit with a 2-3 other towns that have gone through a similar change to add a Public Works Department to see how they handled the change during February school vacation week.

Chairman Abbott said he has gathered information from MMA on the Town Administrator's responsibilities and will review the job description from the Town of Gray.

Selectman Gale moved to add an item not on the agenda to consider issuing a new blanket letter of approval to the Eagles Club for State Games of Chance licenses from January 1, 2013 to December 31, 2013, seconded by Selectman Littlefield, voted and passed, **5 years**. Selectman Woodsome moved to issue a blanket letter of approval to the Eagles Club for State Games of Chance licenses from January 1, 2013 to December 31, 2013 and to send a letter to the Eagles Club outlining the process to place an item on the Selectmen's meeting agenda, seconded by Selectman Girard, voted and passed, **5 years**.

OTHER

1. Selectman Littlefield moved to sign the warrants for bills and payroll, seconded by Selectman Woodsome, voted and passed, **5 years**.
2. Selectman Littlefield moved to approve the minutes of the January 29, 2013 regular meeting, seconded by Selectman Woodsome, voted and passed, **5 years**.

PENDING DECISIONS

1. Public Service Announcements
2. Review Driveway Opening Permit language
3. Board & Committee status
4. Economic Development forum
5. Implementation of Town Charter changes that will be effective July 1, 2013

WEEK'S ACTION LIST

- Chairman Abbott will review the Economic Development Forum DVD for follow up
- Ms. Silberman will prepare a letter to the Eagles Club outlining the process to place an item on the agenda

DISCUSSION OF AGENDA ITEMS

- Add a budget workshop to follow next week’s meeting
- Review the status of the village zoning request

Chairman Abbott read the meeting reminders. Ms. Brandt announced that the Community Garden Committee will begin hosting workshops on the 3rd Wednesday each month at 7 pm in the old town hall. This month’s workshop will be held on February 20th and will be on starting seedlings and how to make plant pots from newspaper and other recyclables. Selectman Girard asked is someone would cover the 12 Town Group meeting for her on February 18th because she will be away.

ADJOURN: Selectman Girard moved to adjourn the meeting and go into a budget workshop at 6:59 pm, seconded by Selectman Woodsome, voted and passed, **5 yeas.**

SIGNED:

Warrants for bills & payroll
Minutes of January 29, 2013
Town Administrator’s Contract
Supplemental Assessments FY2013 approved 1/29/13
Blanket Letter of Approval for Eagles Club State Games of Chance License

APPROVED: Date: _____
