

**Waterboro Board of Selectmen
July 23, 2013**

PRESENT: Chairman Girard, Selectmen Abbott, Gale, Littlefield and Woodsome, Town Administrator Gary Lamb, Bob Powers, Tim Neill, Don Scouler, Dwayne Woodsome, Tammy Wells, Andrew Woodsome, Gail Woodsome, Mary Sanborn, Pam Orcutt, Dana Woodsome, Dwayne Prescott, Town Planner Tom Ursia, Administrative Assistant Christina Silberman and IT Manager David Lowe. Denise & Mike Knox arrived during the public hearing. Parks & Rec. Director Mike DeAngelis and Bob Gobeil arrived during reports.

PLEDGE OF ALLEGIANCE: Chairman Girard opened the meeting with the Pledge of Allegiance at 6:00 pm.

PUBLIC HEARING: Chairman Girard opened the public hearing to receive comment regarding a zone change to expand the Village Zone to include Map 25, Lot 11. Town Planner Tom Ursia explained the requested zone change. Mr. Ursia said that the Planning Board has reviewed this and recommends approval. The lot is currently located in the AR Zone and the owner is seeking to change it to the Village Zone. The 20/20 Master Planning Committee is looking at this area for future use and is in favor of the change. Selectmen Littlefield asked if this would be considered spot zoning and said that he has heard comments that there is a potential sale. Mr. Ursia replied that he is not aware of a potential sale and this is not spot zoning. Planning Board Chairman Tim Neill added that this would expand the abutting Village Zone. There were no other comments and Chairman Girard closed the public hearing at 6:05 pm.

ANNOUNCEMENTS: None

APPOINTMENTS: The York County Sheriff's Department appointment has been postponed to August 6, 2013.

HEARING OF DELEGATION: Selectman Woodsome asked IT Manager Dave Lowe to explain Time Warner Cable's change from analog to digital. Mr. Lowe explained that the change requires that people who currently have cable plugged directly into the television and not into a cable box have to obtain a digital adapter. Time Warner Cable is currently offering the digital adapter for free for a limited time and customers should call Time Warner Cable to get one. There will be a cost in the future for people using the digital adapter of \$.99 per month beginning in 2015. People with digital televisions will have to do a channel search starting tomorrow to find the public access channels and these numbers are changing. The new channel numbers are posted on the Town website. Mr. Woodsome asked if this is part of the new contract and Mr. Lowe replied that the Town has zero say in this change and it is not related to the contract negotiation. Customers that have a cable box now will not need the digital adapter.

Andrew Woodsome asked when the Selectmen will vote on the zoning change. Chairman Girard replied that this will occur under new business. Mr. Woodsome said that as he looks at the current Board, he sees only one face that he served with as a Selectman. Mr. Woodsome congratulated Mr. Lamb and said if he is half the man his grandfather was then he will be a great Town Administrator.

CORRESPONDENCE: Chairman Girard reviewed the following correspondence;

1. Treasurer's reports
2. Rep. Libby's newsletters
3. Info re: Maine Residents Property Tax and Rent Refund "Circuitbreaker" Program repealed, replaced by Property Tax Fairness Credit on income tax return
4. Motor Vehicle Agent reports
5. Assessors' Agent's Sales Ratio Analysis Report

REPORTS & STAFF INITIATIVES

1. Assessors' Agent – review Sales Ratio Analysis Report: Assessors' Agent Jerry Daigle reviewed the Sales Ratio Analysis Report and answered questions. A discussion was had about the valuation process. Chairman Girard asked Mr. Daigle to explain the changes to the Property Tax and Rent Refund "Circuitbreaker" program and said the changes will affect a lot of people. Mr. Daigle explained that the program has been repealed and replaced with the "Property Tax Fairness Credit" to be applied for when residents file a State income tax return. There are changes in the eligibility requirements and in the amount of the credit.

2. 20/20 Master Planning Committee: Committee Co-Chairman Bob Powers stated that the Committee began their work in the summer of 2010. They reviewed the Town's comprehensive plans, developed a vision statement and held a series of visioning sessions. They have developed chapters on energy, villages and infrastructure. The population chapter was distributed last week and a recreation chapter is complete and will be provided to the Board when it is printed. At their next meeting on August 12th, they will review the remaining chapters and develop a timeline for completion. Everything will be available in a hard copy and in a digital format. The Committee has had a good relationship with the Planning Board. Two people currently serve on both the 20/20 Committee and the Planning Board. They would like the Water District to attend all of their meetings to work together on the future water needs of the Town. Water District Trustee Bob Gobeil was present and will share this request with the District. Town Planner and Committee Co-Chair Tom Ursia said the Committee is working by chapters and he distributed an infrastructure needs study. They have been working with the Sewall Company and their work is nearly complete. Mr. Ursia explained work being done on mapping. There will be an in house GIS training for staff on September 10th at 8 am. Mr. Ursia reviewed information in the study. Mr. Ursia said this will be posted on the Town website and a copy will be available at the Library. Chairman Girard asked what the status of the road map is with the Sewall Company. Mr. Ursia replied that the Sewall Company is working to clarify some discrepancies and the map should be available soon after the discrepancies are addressed. Mr. Ursia asked the Board to let the Committee know if there is anything they would like the Committee to focus on. Mr. Powers said that Mr. Ursia deserves a lot of praise for the work he has done on the Town's behalf, specifically with the Sewall Company. Selectman Littlefield said he applauds the work of the 20/20 Committee and the involvement of the Planning Board. He asked what is being done to meld zoning with the plans of the Committee. Mr. Neill responded that the Planning Board is looking at expanding the Village Zone. They are on the cusp of putting these ideas into practice and they will take it step by step to incorporate the zoning changes. Mr. Lamb gave kudos to the 20/20 Committee and the Planning Board for their work.

3. Selectmen's reports: None

4. Town Administrator report: Mr. Lamb said he attended a meeting at Sebago Technics yesterday on the water main extension to the elementary school. A good portion of the administration of this grant will be done by Alex Wong of Maine Rural Water Systems. Mr. Lamb said that Dee Lebel will be retiring on August 2nd. He will be replaced by Colin Walsh. The bid invitation should go out this weekend. Bids will be opened on August 13th and the Selectmen have to award the bid. Two-way traffic will be maintained during construction that is estimated to take 3 weeks if there is good weather and no ledge in the way. Mr. Lamb said he is meeting with Road Commissioner Doug Foglio, Sr. tomorrow. Mr. Lamb will hold a staff meeting next week. He is attending mandatory CDBG training this Friday. The Fire Dept. utility truck bids will be opened at 4:30 pm on Wednesday July 31st at town hall. Mr. Lamb approved a Rapid Renewal agreement change so that customers will pay the processing fee for paying with a credit or debit card instead of those fees being charged to the Town.

NEW BUSINESS:

1. Discuss/vote to authorize a Zoning change to expand the Village Zone to include Map 25, Lot 11: Selectman Littlefield moved to approve the Zoning change to expand the Village Zone to include Map 25, Lot 11, seconded by Selectman Gale, voted and passed, **5 years.**

2. Discuss/vote on board and committee appointments: Selectman Gale moved to reappoint Kurt Clason to the Planning Board and Sandra Jorgensen to the Community Garden Committee, seconded by Selectman Woodsome, voted and passed, **5 years.**

3. Discuss/vote to establish the CDBG Advisory Board: Selectman Abbott moved to establish the CDBG Advisory Board and appoint Matt Sampson, Frank Allen and Ron Woodward, seconded by Selectman Woodsome, voted and passed, **5 years.**

4. Discuss/vote to approve renewal of a malt, spirituous and vinous Liquor License for the Fraternal Order of Eagles at 1050 Main St.: Selectman Gale moved to approve renewal of a malt, spirituous and vinous Liquor License for the Fraternal Order of Eagles, seconded by Selectman Woodsome, voted and passed, **5 years.** Selectman Littlefield noted that the application has an incorrect distance of the business from a church. 2 miles is listed on the application but there is a church within .61 miles. This does not affect the eligibility for the license. Ms. Silberman will speak with the applicant about making the correction.

OLD BUSINESS: None

OTHER:

1. Minutes of the July 16, 2013 regular meeting: Selectman Abbott moved to approve the minutes of the July 16, 2013 regular meeting, seconded by Selectman Woodsome, voted and passed, **5 years.**

PENDING DECISIONS:

1. Discuss making policy changes regarding the use of social media.

2. Town Charter revision to add a Public Works Department. Selectman Woodsome met with Mr. Lamb earlier today and discussed this.

WEEK'S ACTION LIST:

- Follow up on the zoning change.

- Notify the Eagles Club that the liquor license was approved and a correction is needed.

DISCUSSION OF AGENDA ITEMS:

- Brian Reader to discuss Forest Management Plan
- Public Hearing and vote on GA Ordinance amendments

Chairman Girard read the reminders. Selectman Abbott noted that Senator King's staff will hold constituent hours here at Town Hall tomorrow from 2-4pm. Selectman Littlefield said that the Land Trust meeting is tomorrow night at Bob Fay Park. All of the Selectmen are invited so this should be posted for public notice in case 3 or more Selectmen attend.

The Board recessed for 5 minutes prior to the executive session.

EXECUTIVE SESSION: Selectman Woodsome moved to go into executive session at 7:30 pm per Title 1 M.R.S.A. §405 (6)(A) to discuss a personnel matter, seconded by Selectman Littlefield, voted and passed, **5 yeas**. Selectman Woodsome moved to come out of executive session at 7:50 pm, seconded by Selectman Abbott, voted and passed, **5 yeas**.

ADJOURN: Selectman Woodsome moved to adjourn the meeting at 7:51 pm, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

SIGNED:

- Minutes of July 16, 2013
- Eagles Club liquor license

APPROVED: Date: _____
