

**Waterboro Board of Selectmen Meeting
November 25, 2014 Meeting Minutes**

PRESENT: Chairman Woodsome, Selectmen Girard, Gale and Abbott, Brigit McCallum, DPW Director Doug Foglio, Dwayne Prescott, Julie Giles, Chris Backman, Sharon Abbott, Journal Tribune reporter Tammy Wells and IT Manager Dave Lowe
Absent: Selectman Gordon Littlefield

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS: None

ADDITIONS OR DELETIONS TO AGENDA: None

NEW BUSINESS ITEM 9b (Taken out of sequence since auditor Chris Backman had not arrived yet.): Gary Lamb announced the hiring of Glenn Charette as our Code Enforcement Officer and asked the Board to appoint him as CEO. Tammy Jo moved to appoint Glenn as our CEO. Motion was seconded by Jon Gale and motion approved on 4-0 vote.

HEARING OF DELEGATION (Also taken out of order.): Public Works Director Doug Foglio spoke at length about the need for space for our food pantry now that they have moved out of the closed St. Stephen's Church. He suggested that the town build a structure for this because the need is great, especially for children. Doug stated that the Foglio family has decided to donate to the town at no charge the labor and materials for a 24' x 32' foundation, along with an additional \$1000 towards building materials for the structure. The Town would have to come up with a site, and Doug suggested Selectmen consider the area next to the newest section of the town hall parking lot. Discussion ensued with Selectmen. The old Belval house and old town hall meeting room were discussed as possible food pantry locations. Selectmen will discuss the Foglio offer at the Dec 9th meeting. In the interim, Mr. Lamb will talk with food pantry contacts, walk through the Belval house and speak with the Historical Society's Jim Carll about use of same.

Brigit McCallum spoke thanking the DPW Director and the town for getting the New Dam Road line striping done today. The road is much safer with the new yellow lines. She said that after the finish paving is done here next spring, it would be much appreciated to paint white sidelines as well as double yellow centerlines.

APPOINTMENTS - Chris Backman of RHR Smith to present the Annual Town Audit: Chris Backman presented numerous figures contained in the audit and answered Selectmen's questions about fund balance, over collected revenue, underspent expenses, waterline grant flow through funds and our 1.1 million dollar crisis fund required by town charter.

CORRESPONDENCE:

- a. Treasurer's Reports
- b. EcoMaine recycling reports

REPORTS & STAFF INITIATIVES:

Selectmen's reports: Selectmen Gale, Abbott and Woodsome all commented on the great turnout at the Nov 21st Business Summit put on by our Economic Development Committee

Town Administrator Gary Lamb's report is as follows:

- **Revenue budget:** As requested, Treasurer Julie Giles has adjusted the current FY revenue budget in TRIO with June 2014 town meeting approvals. The next reports sent to Selectmen should show the revenue and expense budgets in agreement.
- **Waterboro Business Summit:** On Friday Nov 21st from 8am to noon at the Grange Hall we had fantastic turnout of some 55 attendees from a wide cross section of the community. We had two Selectmen, four Planning Board members, reps from all of the banks/credit unions in town, many businessmen and women. Discussions that day will help the Economic Development Committee and the 20/20 Committee complete the economic development chapter of our Comprehensive Plan Update that voters will have the opportunity to vote on in June 2015.
- **Food Pantry Space Needed:** With the closing of the church, our Food Pantry needs to find new heated space if they are going to operate in Waterboro. They are looking for a space roughly 10 feet by 25 feet with heat and lights. They would pay for and install one or two refrigerators and upright freezers. If you know of such available space, please contact me at town hall.
- **Town Hall holiday hours:** A reminder that town hall is closed Thursday and Friday this week. In addition, town hall will be closed on Friday, Dec 26th and staff will be taking vacation time off that day.
- **West Road Sidewalk:** Bids to blow or plow 0.4 miles of West Road sidewalk are due in town hall by noon Monday December 1st.
- **Foreclosure update:** Much staff time is being spent discussing the 55 foreclosed properties the town is going to sell. Too many are owner occupied and I am working with occupants to help them understand they must pay the town in full to regain ownership.
- **Planning Board reviews:** Last night there was a meeting to discuss how to improve our planning board review processes and how staff recommendations are handled. The meeting was attended by PB Chair Tim Neill, town planner Tom Ursia, DPW director Doug Foglio, Fire Chief Matt Bors, Selectmen's Chairman Dave Woodsome and Mr. Lamb. Good frank discussion ensued and some positive changes will be forwarded to the Planning Board and Selectmen for their consideration.
- **Waterboro Urgent Care:** They will reopen for business Dec 1st so I am told with a formal ceremony before mid-December.

- **DOT mtg re: Route 202 road improvements:** Mr. Foglio and Mr. Lamb are attending a DOT meeting tomorrow morning re: future Route 202 improvement and the potential costs and timetable for us to partner with them for new South Waterboro sidewalks

NEW BUSINESS

a. Discuss/vote to accept the Annual Town Audit: Motion was made by Dennis Abbott to accept the audit pending satisfactory insurance and legal letters being received by the auditor. Motion seconded by Tammy Jo Girard and motion approved on 4-0 vote.

b. Discuss General Assistance and front lobby staffing: Mr. Lamb mentioned that he and Nancy Johnson have been discussing the pros and cons of increasing Nancy's hours from 32 to 40, having her work every Monday and make Mondays our General Assistance day by appointment. On Tuesday through Friday Nancy will probably be the lead Motor Vehicle Agent when Brenda Crenner retires next month, and this does not allow much time for GA appointments other than emergencies on these days.

OLD BUSINESS

a. Discuss/vote on approval to renew a State Beer, Malt & Vinous Liquor License for Woody's Sports Grille: Motion was made by Tammy Jo Girard to approve Woody's liquor license. Motion was seconded by Jon Gale and motion approved on 4-0 vote.

OTHER

a. Discuss/vote to approve the minutes of the November 18, 2014 regular meeting: Motion by Dennis Abbott to approve minutes of Nov 18, 2014. Motion seconded by Jon Gale and approved on 4-0 vote.

PENDING DECISIONS

a. Selectmen's approval of the 20/20 Master Planning Committee Governance Chapter: 20/20 Master Planning Committee Chairman Bob Powers spoke briefly on the progress on the comprehensive plan update effort. Discussion ensued to endorse the Governance Chapter as presented.

WEEK'S ACTION LIST

- Lamb will check into Belval property and feasibility as temporary food pantry location. Tammy Jo suggested we look into towns responsibilities, liabilities, licensing needed.
- Lamb will speak with Sandra Negus who is involved with regional food pantry affairs
- Cleo Smith and perhaps others will be asked to attend the Dec 9th Bd Sel meeting
- Short discussion ensued re: employee and volunteer appreciation Christmas dinner to be organized and served by Selectmen at our Central Fire Station Friday December 19, 2014.

DISCUSSION OF AGENDA ITEMS

- Revisit Foglio family donation offer towards food pantry structure

- Further discussion with food pantry volunteers/organizers

ITEMS NEEDING SIGNATURE

Minutes of the November 18, 2014 Regular Meeting were signed by Board members Woody's liquor license.

ADJOURN: The meeting adjourned at 7:13 pm

Respectfully submitted, Gary Lamb, temporary replacement scribe

APPROVED: Date: _____
