

**Waterboro Board of Selectmen Meeting
November 24, 2015 Meeting Minutes**

EXECUTIVE SESSION: Selectman Girard moved to enter into Executive Session per Title 1 M.R.S.A. §405 (6)(A) to meet with a board and committee applicant at 5:46 pm, seconded by Selectman Woodsome, voted and passed, **5 years**. Selectman Woodsome moved to come out of Executive Session at 5:54 pm, seconded by Selectman Littlefield, voted and passed, **5 years**.

PRESENT: Chairman Abbott, Selectmen Gale, Girard, Littlefield & Woodsome, Town Administrator Gary Lamb, Rep. Dwayne Prescott, Deputy Treasurer Julie Giles, Public Works Director Doug Foglio, Sr., Transfer Station Manager Clint Andrews, Massabesic High School teacher Heather Sawyer, 8 MHS students & IT Manager David Lowe.

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

ANNOUNCEMENTS: Selectman Gale stated that Bob Davis passed away recently. Bob had been very involved in town athletics and his enthusiasm and energy will be missed.

Chairman Abbott announced that the Maine Department of Transportation is conducting a public hearing on December 1, 2015 here in Town Hall for the Route 5 bridge replacement project.

ADDITIONS OR DELETIONS TO AGENDA: Selectman Woodsome moved to add an item to the agenda for a committee resignation under New Business item a, seconded by Selectman Littlefield, voted and passed, **5 years**.

APPOINTMENTS: None.

HEARING OF DELEGATION: Representative Dwayne Prescott discussed his recent work with LD # 1305 dealing with health insurance costs.

CORRESPONDENCE: Chairman Abbott reviewed the following correspondence:

- a. Treasurer's reports
- b. Librarian's report
- c. RSU # 57 Invitation to bid (2)

REPORTS & STAFF INITIATIVES:

a. **Selectmen's reports:** None.

b. **Town Administrator Gary Lamb's report:** Mr. Lamb reported on the following:

Budget correction: Mr. Lamb apologized for misinforming the Selectmen on the plowing account shortfall. It is short \$80K, not \$130K. The accepted plow bid was for \$380K and he budgeted \$300K for plowing for this year, FY 15/16.

Special Town Meeting: If Selectmen decide to hold a special town meeting, the following items could be warrant articles to ask voters if they want to appropriate from fund balance:

- Up to 14 sets of firefighting turnout gear at just under \$2K each, \$28,000 maximum. This is because of a wonderful increase in our call department volunteerism and increased gear wear and tear.
- Plowing bid cost overrun, \$80,000 as explained above.
- Property and Casualty cost overrun, \$5,000 (this could be absorbed by other FY 15/16 budget lines).
- Possible Recreation shortage of \$5,000 in program expenses. I budgeted this line \$4,500 less than FY 14/15 and probably should not have. This cost overrun will probably not show up until June so we can absorb this one into other FY 15/16 budget lines, if no special town meeting is held.

Municipal Buildings: I met with structural engineer Tom Gore and we crawled through the attic for over an hour and then inspected the roof from outdoors. Tom will prepare a letter giving his professional opinion on whether the existing roof system can withstand a new roof above. He stated that we can install a new conventional roof but not much more in terms of weight. His report should be ready by the end of next week. We also have some structural issues to tend to in the Town Hall attic and Tom will address those in his report.

Town owned lot: Selectmen requested we do a basic GPS survey of a tax acquired lot (approx. 40 acres) between Middle and West Roads because we have an interested abutter who would like to purchase the lot. The survey has been completed as much as possible, but there is no deed for this lot recorded at the Registry. Consequently, questions still remain about two major property line locations and whether or not there is legal access to this lot from West or Middle Roads. So far, no easement or legal access of any kind was found. The survey is in my office. Town staff will continue to search for the deed.

Fire Dept. Auxiliary: Thanks to the Fire Department's auxiliary (Waterboro Gives Back) for a recent donation of \$1,500 to the fuel assistance fund. These funds were raised from the monthly bean suppers at the Fire Station and this donation is greatly appreciated.

American Legion: American Legion members are organizing in hopes of having another Ossipee Lake fishing derby on Sunday Feb 14th, with storm date of Sat Feb 20th. Stay tuned FMI as winter unfolds.

Hollis Transfer Station use: Hollis usage of our Transfer Station will begin December 1st. Special Hollis stickers should arrive by the end of this week. The cost for Hollis residents is \$25 per vehicle. These stickers will only be available at the Transfer Station. Hollis residents will not be able to bring household waste or recycling, but will be able to bring all other materials and will pay the same fee Waterboro residents pay, as agreed to at a recent joint meeting of Hollis and Waterboro Selectmen. We estimate 200-300 Hollis residents will take advantage of this.

Fy14/15 budget: Between not spending our full expense budget for fy14/15 by \$400K and revenues coming in \$300K stronger than anticipated, we had a net increase to our fund balance of approximately \$700K as of June 30, 2015.

NEW BUSINESS:

a. Discuss/vote on a committee appointment and a resignation: Selectman Littlefield moved to appoint Ronald Otte to the Public Safety Committee, seconded by Selectman Gale, voted and passed, **5 years**. Selectman Woodsome moved to accept Mark Cyr's

resignation from the Zoning Board of Appeals, seconded by Selectman Gale voted and passed, **5 yeas**.

b. Discuss/vote on beginning a Recycling Program at Massabesic High School:

Transfer Station Manager Clint Andrews and Massabesic High School (MHS) Science Teacher Heather Sawyer discussed the feasibility and desire to start a recycling program at MHS. Selectman Gale moved to approve and financially support the start of the MHS recycling program, seconded by Selectman Girard, voted and passed, **5 yeas**.

c. Discuss/possible vote to approve changes to the Purchase Policy: Considerable discussion surrounded the topic of sealed hard copy bids versus electronic submission of bids. There was a clear consensus that sealed written bids will continue at this time. Mr. Lamb will provide additional edits to the Purchase Policy and Selectmen will revisit this in December.

d. Discuss/vote to schedule a public hearing to adopt the General Assistance Ordinance maximums and appendices A – D: Selectman Girard moved to schedule a public hearing on December 22nd on the GA maximums and appendices at 6 pm here in Town Hall, seconded by Selectman Littlefield, voted and passed, **5 yeas**.

e. Inquire about possible areas in town that might warrant resource protection delineation under new guidelines adopted by DEP in January, 2015: Mr. Lamb explained this was a public announcement in case citizens wanted additional zoning protection for a unique natural area not otherwise protected by zoning.

OLD BUSINESS:

a. Discuss bids for architectural services for the Central Station addition: Chairman Abbott stated that neither the charter nor the purchase policy require the Board of Selectmen to formally vote on bids for projects already in our town meeting approved budget. Selection and bid award is the job of the Town Administrator. Mr. Lamb discussed the bid tabature handout and his recommendation to hire Port City Architects for this work for \$9,800. Selectmen understood that Port City will be hired for this work.

b. Discuss possible future Special Town Meeting: Four possible warrant article items for a special town meeting were discussed, up to 14 additional sets of fire department turnout gear, property insurance cost overrun, plowing bid \$80k cost overrun and a possible recreation department shortage. It was decided to wait until January or February to see if a special town meeting is necessary. With the recent amounts of unspent expense budget, perhaps these cost overruns can be absorbed in the FY 15/16 budget.

OTHER:

a. Discuss/vote to approve the minutes of the November 10, 2015 regular meeting: Selectman Girard moved to approve these minutes, seconded by Selectman Woodsome, voted and passed, **5 yeas**.

PENDING DECISIONS:

a. Review Comprehensive Plan task list: Discussion ensued about the Selectmen and Town Administrator doing more to inform and educate all boards and committees of their duties regarding the Comprehensive Plan implementation. Mr. Lamb will draft a letter for Chairman Abbott and he to sign and send to all board and committee members. In addition, assigned tasks and deadlines for same should be made clear to all participating.

WEEK'S ACTION LIST:

- Prepare for the employee/volunteer dinner on December 4th

DISCUSSION OF AGENDA ITEMS:

- Discussion of recent Planning Board decision to recommend eliminating section 2.08 from the zoning ordinance, thereby sending all variances to the ZBA.
- Discuss report from structural engineer about Town Hall attic roof system.
- Further discussion and possible vote on purchase policy changes.

ITEMS NEEDING SIGNATURE:

- a. Minutes of the November 10, 2015 regular meeting

ADJOURN: Selectman Girard moved to adjourn the meeting at 7:20 pm, seconded by Selectman Woodsome, voted and passed, 5 yeas.

APPROVED: Date: _____
