

**Minutes of the Waterboro Board of Selectmen Meeting
June 26, 2018 at Waterboro Town Hall**

5:45 – Executive Session - 6:00 p.m. Regular Meeting

EXECUTIVE SESSION

- a. Pursuant to 1 M.R.S.A §405 (6)(a), to interview committee applicant.

Gordon Littlefield made a motion to enter into executive session at 5:42 p.m. Ted Doyle seconded. Motion passed 5-0.

Dwayne Woodsome made a motion to come out of executive session at 5:53 p.m. Gordon Littlefield seconded. Motion passed 5-0.

PRESENT: Selectmen Dennis Abbott, Dwayne Woodsome Tim Neill, Ted Doyle and Gordon Littlefield. Also in attendance were Gary Lamb, David Lowe, Todd Smith, Clint Andrews, Christine Torno, Julie Giles, Shirley Bartlett, Dave Benton and 5 members from the public.

1. PLEDGE OF ALLEGIANCE

Chairman Abbott opened the meeting at 6:00 p.m. with the Pledge of Allegiance.

2. SWEARING IN OF NEW BOARD OF SELECTMEN MEMBER

Christine Torno administered the Oath of Office to Gordon Littlefield for a new term on the Board of Selectmen and he was welcomed back by the Chairman.

3. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR FY 18/19

Tim Neill nominated Dennis Abbott to serve as Chairman. Ted Doyle seconded. By a 5-0 vote, Dennis Abbott was elected to serve as Chairman for FY 18/19.

Dwayne Woodsome nominated Tim Neill to serve as Vice-Chairman, Gordon Littlefield seconded. By a 5-0 vote, Tim Neill was elected to serve as Vice-Chairman for FY18/19.

4. PUBLIC HEARINGS

5. ANNOUNCEMENTS

Gordon Littlefield commended Todd Smith, Director of Recreation, for his class act to hold a birthday party for Lena Sanborn. A job well done.

Gordon Littlefield recognized, on behalf of the Board, students who are residents of Waterboro in the top 10% of Class of 2018. Those students recognized were Zoe Petit, Melanie Bryan, Daniel Bolender, Brooke Cox, Alyvia Cormier, Emily Cyr, Isabel Descoteaux, Eva Labbe, Clinton Phinney, Alana Poulin, Madison Richards and Lydia Wasine. He also recognized the Massabesic Varsity Girls Lacrosse Team for winning their third consecutive Class A South Regional Championship.

Gordon Littlefield reminded people that there will be child safety seat checks on Friday July 13th from 6:00 p.m. to 8:00 p.m. and on Saturday, July 14th from noon to 4:00 p.m. at Massabesic Middle School. There will be certified technicians on hand to answer any questions, check for any recalls there may be on child safety seats, as well as checking to be sure a child safety seat is correctly installed. If any wants more information, they may contact Shawn Perkins at the Waterboro Fire Department.

Dennis Abbott reminded people that there are many programs and events going on through the Recreation Department. He mentioned the upcoming Blues Festival on July 28, 2018 in Friendship Park.

6. ADDITIONS OR DELETIONS TO AGENDA

7. APPOINTMENT

8. PUBLIC COMMENTS

9. CORRESPONDENCE

- a. Treasurer's reports**
- b. Motor Vehicle and Excise Tax Reports**

10. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports**
- b. Recreation Department update**

Todd Smith thanked the voters in approving the Recreation Department and also thanked the staff for making what he believes was one of the best Recreation years ever. He outlined a few of the programs etc. going on through the Recreation Department, which included FunERGY, it being totally sold out in 2018 and 2019, safety measures put in via new locks on the doors, increased revenues, the recent 100th birthday party for Lena Sanborn, Vacation Fun camp, Teen Adventure Camp, Summer Day Camp, Counselor in Training program, CPR and first aid training course, senior programs and senior lunches. He announced that the snack shack at Friendship Park is now completed, along with electrical and water services, upgrades to the ballfields, installation of flood lights and painted dugouts. There are plans to hold concerts over the summer, a movie night, the Blues

Festival and a large yard sale. He thanked Pete Cote, the Recreation staff, and the DPW staff for their hard work on this endeavor. He thanked ACH Plumbing who did the plumbing and hooked up the water for free. He commented that the Recreation Department is co-sponsoring the 8th Annual Fun, Flap and Play which will be held in the park this summer with the proceeds from this event going to autism.

c. Status report on ecomaine recycling contamination

Clint Andrews commented that China has recently banned contaminated bales of recyclables. They had been accepting 30% contamination and now only will accept .5% contamination. This has resulted in some of Waterboro's recyclables being contaminated, which will incur somewhat hefty fines. The Town has until September of this year to correct this situation before these fines are imposed and we are liable to pay them. In order to combat this situation, the Transfer Station will no longer take plastic bags from any business, no tarps, no boat wrap, no large plastic items and no pellet bags etc. The use of silver bullets at Town Hall and the School will need to be addressed. A representative from ecomaine is coming to Town Hall to do a video showing the correct way to recycle and she is available to do a presentation at events like Old Home Days. There is now, on the Town's website, a link to ecomaine's Recyclopedia which outlines in detail, what can and cannot be recycled. There is also an app available for cell phones.

Dennis Abbott reported that we are still at about 15% contamination rate and necessary steps need to be taken to fix this.

Discussion ensued about removing the "silver bullet" recycling containers located at Town Hall, obtaining recycling buckets which appears to be cost prohibitive, top loading containers, a bulk mailing to Waterboro residents, an insert into the Smart Shopper and rejuvenating the Transfer Station/Recycling Committee.

d. Town Administrator Gary Lamb's report

Town Administrator Gary Lamb's report was delivered as follows:

- **Budget update and possible account transfers** - With nearly 100% of this fiscal year behind us, our expense budget of \$14.4 million is at 95% expended or \$13.8 million spent. (We still have June bills to process in this fiscal year through the end of July). Two areas of overspending are of concern...one being the Zoning Board of Appeals legal budget of \$1,000 was overspent by nearly \$3,300 because of six meetings this budget year (very unusual). The other account of concern to date is hydrant rental overspent by \$4,400 because the Public Utilities

Commission (PUC) granted our Water District an increase after the present FY budget was approved.

- On the revenue side our non-property tax revenues are 112% collected as of June 26th. Excise tax revenues exceeded expectations by \$175K. Building permit fees exceeded expectations by \$31,000 and plumbing permit revenue exceeded expectations by \$5,000. Recreation collected over \$25K more than its projected \$172K revenue. The Transfer station has collected \$18K more over all its accounts than its projected \$92K revenue. Overall our end of year situation is looking fine.
- **Ossipee Mountain race proposal** - Waterboro resident Nick Fecteau and his wife regularly run up and down Ossipee Mountain for exercise. Nick wants to organize a public “Run up Ossipee Mountain” fundraiser on Saturday, September 29 at 10 a.m. All proceeds would go to the Waterboro Food Pantry. He would be happy if 50 people signed up for this initial race. He would approach the Historical Society to park race participants in the ice rink parking area...and the race would start somewhere on McLucas. The round trip is 4 miles long. We spoke about how his promotional and registration materials need to specifically describe (show with a photo) how rough the road actually is...and how Fire Chief Bors will need to be consulted about EMS planning in case of an injured runner.
- **Tax Commitment update** - Shirley and I propose Selectmen schedule a July 24th agenda item to discuss the usual three property tax mil rate options she will prepare. If all goes as planned we should be able to commit the next day or after your August 14th meeting, and send out tax bills in late August or early September.
- **Code Enforcement Office** – The Code Enforcement Officer has been extremely busy. Deputy Code Enforcement Officer Jim Allaire conducted 20 inspections last week when Glenn was on vacation.
- **Town Planner Position** - The Town Planner job description is being finalized and will be getting an ad out in the near future.

11. NEW BUSINESS

- a. Discuss/possible vote to appoint an applicant to the Road Review Committee.

Tim Neill made a motion to appoint George Harnois to the Road Review Committee for a term to expire June 30, 2021. Gordon Littlefield seconded. The motion passed 5-0.

- b. Discussion/possible vote concerning a property tax abatement.

Shirley Bartlett explained that the property owner had submitted a Homestead Exemption Form in a timely matter; however, it was never processed. Abatements are only allowed for a total of three years back in time. The Assessor is allowed to grant an abatement for one year, and the remaining two must be granted by the Board of Selectmen.

Dwayne Woodsome made a motion to grant the Homestead Exemption abatement for the property at 170 Ossipee Hill Road for a total of 3 years. Tim Neill seconded. The motion passed 5-0.

- c. Discussion/possible vote concerning Town-owned property sale 10/17/2000.**

Shirley Bartlett explained that in 2000, Map 043, Lot 943 was sold in error by the Town to two different people. On May 31, 2000, it was sold to Ronald Lund Jr. & Shawna L. Veileux for \$1,500. The same lot was then sold to Gilbert F. Davis on October 17, 2000 for \$1,000. She recommended honoring the first sale and returning the purchase price with interest to Mr. Davis.

Gordon Littlefield made a motion to reimburse Gilbert Davis \$1,000 plus accrued interest. Ted Doyle seconded. The motion passed 5-0.

- d. Discuss/vote on committee appointments for terms to expire June 30, 2021 and Staff appointments for terms to expire June 30, 2019.**

Dwayne Woodsome made a motion to re-appoint members of various boards and committees as read. Tim Neill seconded. The motion passed 5-0.

Gordon Littlefield made a motion to re-appoint the staff appointments. Ted Doyle seconded. The motion passed 5-0.

- e. Discussion on vacancies on various Boards and Committees.**

The Board of Selectmen reviewed the list of current Board and Committee vacancies. They requested an ad be published to find someone to serve on the RSU Board of Directors.

- f. Discuss/possible vote for a member of the Legislative Policy Committee.**

Gordon Littlefield made a motion to vote for Gary Lamb to serve as a member of the Legislative Policy Committee. Tim Neill seconded. The motion passed 5-0.

- g. 2017/18 year-end budget review and possible account transfers.

Gary Lamb explained that the Zoning Board of Appeals had numerous unplanned meetings this past year, therefore, the \$1,000 Zoning Board of Appeals legal budget was overspent by nearly \$3600. This has caused the entire Zoning Board of Appeals budget to be overspent by nearly \$3,300.

He recommended the Selectmen authorize the transfer of \$3,600 from General Government Legal Account #10-01-40-5600 (over \$20,000 available) or the Code Enforcement Officer Legal Account #45-01-40-5600 (over \$9,100 available) to the Zoning Board of Appeals Legal Account #65-01-40-5600.

Ted Doyle made a motion to transfer \$3,600 from the Code Enforcement Legal Account to the Zoning Board of Appeals Legal Account. Gordon Littlefield seconded. The motion passed 5-0.

Gary Lamb explained that pursuant to Maine state law and the Public Utilities Commission (PUC) regulations, Waterboro must pay one third of the Waterboro Water District's operating budget. Last year that amount was \$42,000. In the interim, and after the finalized the FY 17/18 budget, a 22% rate hike was approved by the Maine PUC. This mid-year change caused a \$4,424 deficit in this account. Chief Matt Bors and He recommended that \$4,500 be transfer from the Fire Department EMS Equipment Account #70-02-30-5425 (over \$12,000 available) into the Hydrant Rental Account #77-01-60-5935.

Ted Doyle made a motion to transfer \$4,500 from the Fire Department EMS Equipment Account to the Hydrant Rental Account. Gordon Littlefield seconded. The motion passed 5-0.

Gary Lamb explained that Dave Lowe advised him that it is well past the time to replace old computers and servers. We have two servers that are beyond warranty, many of our computers are 8 years old and Windows 7 software is being phased out. Dave Lowe had planned on doing this over 2-3 budget years (with his \$12K annual allotment) or borrowing the funds to do it in one year. He shopped around and got a better hardware price if it was done in one order....so we shopped local banks and found a less than 4% lease interest rate...which is not a bad rate. The price for 24 computers, new servers and other assorted items comes to \$23,100. However, Julie Giles came up with a better idea to buy all the computer hardware in this year's budget and eliminate all interest costs to the taxpayer. The proposal was presented as follows:

- Use the remaining \$6K in IT Repairs Account #32-01-60-5976 towards the \$23K purchase price.

- **Transfer \$17,500 from our Liability Insurance Account #15-01-35-5500 and available balance of over \$23K to this same IT Repairs Account.**

The reason the liability line is underspent is that MMA combined its liability and property and casualty insurances into one bill and we did not catch this change during last year's budget season. We simply do not need the liability insurance lines funds in this fiscal year.

Gordon Littlefield made a motion to make the expenditures for computer equipment based on the Town Administrator's recommendation in the proposal formulated by our Deputy Treasurer using this year's existing funds verses using next year's funds. Ted Doyle seconded. The motion passed 4-1 (Woodsome against).

- h. Initial discussion of results of June 12th election.**

The Board of Selection requested this item be added to the July 10, 2018 agenda for further discussion.

- i. Initial discussion on employee and volunteer appreciation BBQ idea**

The Board of Selection requested this item be added to the July 10, 2018 agenda for further discussion.

12. OLD BUSINESS

13. OTHER

- a. Discuss /vote to approve the minutes of the June 5, 2018 regular meeting.**

Dwayne Woodsome made a motion to approve the minutes of the June 5, 2018 meeting. Gordon Littlefield seconded. The motion passed 5-0.

14. PENDING DECISIONS

- a. Review Comprehensive Plan task list.**

15. WEEK'S ACTION LIST

16. DISCUSSION OF AGENDA ITEMS

**Discussion concerning the June 12th election
Discussion on employee and volunteer appreciation BBQ ideas
Charter questions for the November 6, 2018 election
Schedule a Goals Session**

17. ITEMS NEEDING SIGNATURE

- a. Minutes of the June 5, 2018 regular meeting**
- b. Legislative Policy Committee ballot**

18. REMINDERS

19. ADJOURN

Dwayne Woodsome made a motion to adjourn the meeting. Ted Doyle seconded. The motion passed 5-0. The meeting adjourned at 7:50 p.m.

These minutes were approved by the Waterboro Board of Selectmen on July 10, 2018.

_____/s/_____
Dennis Abbott

_____/s/_____
Dwayne Woodsome

_____/s/_____
Gordon Littlefield

_____/s/_____
Tim Neill

_____/s/_____
Ted Doyle