

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building
1600 Atlantic Highway
Tuesday, October 25, 2005 6:00 p.m.

1. Call to Order.

The Board of Selectmen met at the Municipal Building on Tuesday, October 25, 2005 at 6:00 p.m. to conduct town affairs. This meeting was called to order by Chairman Carleton Johnson, with a quorum present.

Members present were Ted Wooster, Ellen Winchenbach, Delia Mohlie, Rebecca Maxwell and Chairman Carleton Johnson.

Staff present was Town Manager Lee Smith, Code Enforcement Officer John Black, and Administrative Assistant Mike Ducharme.

Others present were Lincoln County Planner Robert Faunce, Kathy Tyson representing Runyon Kersteen Ouelette, Waldoboro Utility District Superintendent John Fancy, Jennifer Merritt from the Waldoboro Business Association, Realtor Robert Whear, Friendship Assessor John Flood, Friendship Code Enforcement Officer Walter Foster, Rob Rogers representing Aerial Survey and Photo, and residents Karen Farnsworth and Charles Campbell.

The press was not represented.

2. Citizen Comments. (for items not on the agenda).

3. Public Hearing(s) - None.

4. Approve Consent Calendar.

On the motion of Maxwell / Mohlie, the Board **VOTED: To approve the consent calendar as follows (Vote 5-0):**

A. Regular meeting minutes - October 11, 2005.

B. Warrants & Financial Reports:

1. General Fund Warrants 15 and 16.
2. Payroll Warrants 15 and 16.

C. Departmental Reports.

5. Communications.

The Town Manager noted the Mid-coast Regional Transportation Forum is to be held at the VFW hall in Waldoboro at 8:45 a.m. The Town Manager, Code Enforcement Officer, and Selectmen Delia Mohlie and Ellen Winchenbach will be attending.

6. Committee & Departmental Reports.

A. Five Town Committee RE: SAD #40

Johnson updated the Board on last night's public hearing relating to the five community effort for changing the way that the local assessments for SAD#40 is raised. The public hearing was poorly attended so the hearing was very brief. Aside from municipal and school officials there were only 2 voters. The press was not represented. Scott Vaitones and Superintendent Pamela Carnahan came prepared and had a presentation that they went through.

Johnson feels it is a challenge to get information on this subject outside of discussing it with Vaitones and Carnahan. Smith thought they should be able to post the public hearing presentation on their website.

B. Transfer Station Swap Shop

Winchenbach reported to the Board progress regarding the transfer station swap shop to encourage the re-use of home items. She discussed the swap shop with Transfer Station Operator Richard Moran and he seemed to think it would be a good idea, but policing it to keep the chaos down would be tough. She also discussed it with Public Works Director John Daigle and he was a little skeptical also pointing out that policing it would be tough. The residents she has spoken to feel it's a great idea.

Maxwell asked if we could sell items from the swap shop. Smith replied just an area to deposit items which a person could drop off that someone else could find useful without any money swapping hands is how he had envisioned the process.

7. Official Action.

A. Act on 2005 Municipal Audit (presentation by Kathy Tyson)

Kathleen Tyson of Runyon, Kersteen Ouellette presented the results of the municipal audit for the period ending June 30, 2005. She stated that the audit progressed very smoothly and that the Town of Waldoboro's financial statements are fairly presented in all material respects. Separate compliance audits were also required for Waldoboro because it is a municipality and the level of federal funding received this year (over \$500,000), verifying compliance with federal grant/loan requirements.

The auditor reported one finding relative to segregation of duties which is typical of small towns. The finding states that the person accounting for an asset such as cash should be denied access to the asset. The audit recognizes that because of the small size of the accounting staff, ideal segregation of duties is not practical.

The auditor also recommended purchasing software either as a module for our current software or as a separate program package to record the depreciation of fixed assets. The tracking is currently calculated on an excel spreadsheet which she feels is more susceptible to human error. The Town Manager thought there would be little benefit to purchasing a module for our existing software (which would be much more expensive) as compared to a separate software solution.

Kathy then presented the highlights of the audit including a three-year comparison of general fund assets, liabilities, and fund balance. She also presented an 8-year comparison of property tax collection rates, property tax rates, tax commitment, fund balance and undesignated fund balance. A comparison of undesignated fund balances with 6 other Maine communities was also presented as well as a breakdown of general fund revenues and expenditures in the form of a pie chart. Finally a comparison of fund balances in funds other than the general fund was presented (i.e. capital reserve fund, private purpose trusts, water department, and other special funds).

On the motion of Wooster / Winchenbach, the Board **VOTED: To accept the audit report as presented (Vote 5-0).**

B. Act on GIS grant application (presentation by Robert Faunce)

GIS is the digitization of the paper tax maps and aerial photos and ties the parcels to the current digital parcel information including map & lot, book & page, annual taxes, assessed values, code enforcement information, fire hydrants, water & sewer pipes, etc. This information can be sorted or filtered to aid with economic development, assessing, code enforcement, planning & development, etc.

Faunce stated there is a federal grant available to help curb some of the initial cost of implementing a GIS program. Start up costs for such a program would be \$10 (for Level II Data Standard) to \$15 (for Level III Data Standard) per parcel of land. Using Waldoboro's approximate 3,000 parcels, the total figure would be an estimated \$30,000 to \$45,000. The grant would cover roughly \$3 to \$4 per parcel up to \$10,000. Faunce feels this is the last chance for grants in the area of GIS.

John Fancy mentioned the Sewer District has already done much footwork photographing the center of town and putting the utilities on the map. They currently maintain these maps for a minimal cost annually. He indicated they might be interested in making a small contribution toward the initial cost they could have the rest of the town done.

A more favorable chance will be given to those counties which have not yet received a grant (for which Lincoln County has not) and if adjacent towns apply (because they would share one common border). Adjacent towns must submit a letter of intention stating they will be working with a neighboring community.

The Town of Friendship has shown interest in pairing up with Waldoboro in this venture. They have done much of the preliminary work such as aerial photos.

Proposal submissions for the grant are due by November 18, 2005. Along with the proposal, the Board must attach a letter stating they will place an article on next town meetings warrant for the amount of the town's share. This amount will be dictated by a quote which also has to be submitted with the proposal.

The Lincoln County Commissioners may entertain the possibility of paying to keep the maps updated in the future.

On the motion of Mohlie / Wooster, the Board **VOTED: To authorize the Town Manager to 1) proceed with the application for the GIS grant, 2) co-ordinate the application effort with the Town of Friendship, and 3) write a certified letter for the Town of Friendship indicating the Town's intent to jointly move forward with the GIS grant (Vote 5-0).**

C. Set date for public hearing on General Assistance Ordinance updates and Liquor License application(s).

On the motion of Mohlie / Winchenbach, the Board **VOTED: To set public hearings for General Assistance Ordinance updates and a Liquor License application for November 8, 2005 at 6:00 p.m. (Vote 5-0).**

8. Executive Session(s).

On the motion of Maxwell / Wooster, the Board **VOTED: To convene in executive session at 7:30 p.m. to discuss a code enforcement issue (Vote 5-0).**

A. Convene in executive session with CEO on an enforcement matter (per Title 1, M.R.S.A., Section 405(6)(H))

On the motion of Mohlie / Wooster, the Board **VOTED: To reconvene as Selectmen at 7:50 p.m. (Vote 5-0).**

On the motion of Maxwell / Mohlie, the Board **VOTED: To authorize the Code Enforcement Officer to sign the Administrative Consent Agreement on behalf of the Board of Selectmen conditioned upon Karen Farnsworth enter into the agreement with the Code Enforcement Officer dated October 24, 2005 (Vote 5-0).**

9. Adjourn.

On the motion of Maxwell / Mohlie, the Board **VOTED: To adjourn at 7:55 p.m. (Vote 5-0).**

Michael C. Ducharme
Administrative Assistant

Carleton E. Johnson
Chairman

Rebecca B. Maxwell

Theodore M. Wooster

Ellen A. Winchenbach

Delia W. Mohlie

Board of Selectmen
Waldoboro, Maine