

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen: Absent _____
Town of Waldoboro, Maine Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted, _____ Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen: Absent _____
Town of Waldoboro, Maine Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted, _____ Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen: Absent _____
Town of Waldoboro, Maine Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted, _____ Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley

Town of Waldoboro, Maine
Board of Selectmen Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, November 8, 2011 – 6:00 p.m.

1. **Call to Order** - This meeting was called to order by Vice Chairman Steve Cartwright at 6:00 p.m. with a quorum present. Other members present were Rebecca Maxwell, Ted Wooster, and Craig Cooley.

Others Present - Town Manager John Spear, Deputy EMS Director Mike Poli, Assessors' Agent Darryl L. McKenney, Police Chief Bill Labombarde, Planning & Development Director William Najpauer, REC / EMA Director Kyle Santheson, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Public Works Director John Daigle, Shellfish Warder Bill Bragg, EMS Director Richard Lash, Fire Lieutenant John Blodgett, Deputy Fire Chief Dale Smith, John W. Higgins, Donna L. Smith, Craig Lewis, Katherine Winchenbach, Marcia Smolin, John Lawrence, Ronald L. Miller, Gordon Colby, Duncan Morrell, Jennifer Vannah, Abden Simmons, Robert Butler, Hans Nicolaisen, Glen Melvin, Solomon E. Orff, Daniel McKecknie, and Lester Feltis.

2. **Public Hearings - None.**
3. **Adjustments to the Agenda - Item 8.8 was added.**
4. **Citizen Comments (For items not on the agenda)** - John Higgins had comments regarding the Public Works Department.
5. **Town Manager's Report** - The Town Manager:
 - recognized all those involved in the setting up and execution of this election, noting there is a lot of work involved in this process,
 - welcomed Planning & Development Director Bill Najpauer,
 - reminded that this Friday is Veteran's Day and the Town Office and Transfer Station will be closed,
 - reported:
 - the Conservation Commission would like to have a discussion with the Board about their role,
 - he had a productive meeting with the Wireless Broadband Committee, and he attended a meeting of the Concerned Citizens of Waldoboro, and the Shellfish Conservation Committee,
 - the Community Energy Committee is requesting a six month extension for the Town's energy grant and they are looking to improve the insulation in this building, getting an oil fired water heater, as well as upgrading the controls. He recognized Hans Nicolaisen for his hard work on the Committee,
 - the Transfer Station Committee has completed their boiler plate ordinance and are turning their attention to the attachments, and would like to discuss with the Board expansion of its mandate,

- he met with Aqua Maine President Julie Wallingford to discuss water department operations and she indicated there will be no price increase with the upcoming contract renewal,
- union negotiations are continuing,
- the Economic Development Committee is meeting this Thursday at 10:00 a.m. to discuss the Downtown Revitalization Master Plan,
- he had a meeting with MMA's Loss Control Consultant Ann Schneider and Kyle Santheson regarding a two outstanding action plan reports which need to be addressed. He is contemplating appointing Santheson as Safety Officer, as a lot of work is needed in this area,
- the Town is receiving a F.E.M.A. reimbursement of almost \$10,000 for costs associated with hurricane Irene. The Town may also receive another \$1,947 from the State for the same storm,
- he is putting an old photocopier, blue print machine, two-way radios, and generator out to bid,
- Bob Spear is requesting to renew his lease at Quarry Hill,
- planned purchases from Capital Reserve Funds for this fiscal year are: a police cruiser, a transfer station trailer, a public works truck, a public works loader, and paving 4.5 miles of roadway and some sidewalks,
- we have hired a reserve police officer, William Schuman, and
- we have hired 5 paramedics on a per diem basis.

6. Consent Calendar - On the motion of Maxwell / Cooley, the Board voted 4-0 to approve the consent calendar as follows:

6.1. Approve Meeting Minutes for October 25, 2011.

6.2. Financial Warrants & Reports:

6.2.1. Treasurer's Warrants #17 and 18.

6.2.2. Payroll Warrants #17 and 18.

6.2.3. Waldoboro HRA Operating Warrant - 22/2011.

6.2.4. Waldoboro Water Department Operating Warrant - 10/11.

6.2.5. Financial Reports - October 2011.

6.3. Correspondence - None.

6.4. Quitclaim Deed(s) for Payment of Taxes:

6.4.1. Michael Stover - Mobile home located at 95 Sunset Ridge Rd., Property Tax Map R16, Lot 56-6.

7. Old Business: None.

8. New Business:

8.1. Shellfish Harvesting Conservation Closure - It is anticipated that within a few days, the State will open to shellfish harvesting two areas in Waldoboro known as "Back River" and "Bugtussle". These two areas have been closed by the State for a number of years. The Shellfish Conservation Committee, at its meeting of November 3, 2011, unanimously voted to recommend that (1) effective immediately these two areas be closed, (2) during the period November 17, 2011 until January 5, 2012, inclusive, the two areas be open for shellfish

harvesting on Thursdays only, and (3) subsequent to January 5, 2012 that the areas be closed until further notice. Section 6 of the Town's Shellfish Conservation Ordinance requires the Board of Selectmen to act upon area closure recommendations approved by the Shellfish Conservation Committee.

On the motion of Wooster / Maxwell, the Board voted 4-0 to approve the shellfish harvesting closure recommendations adopted by the Shellfish Conservation Commission at its meeting of November 3, 2011, regarding those areas known as "Back River" and "Bugtussle", depicted as A9 and A3 on the map presented to the meeting.

- 8.2. Holiday Lights on Spruce Tree at Municipal Building** - Jennifer Vannah, on behalf of herself and other individuals, has requested permission to decorate the spruce tree in front of the municipal building with holiday lights for the approximate period of November 26 to December 26, 2011. The plan is to hold a tree lighting ceremony, probably on November 26. The Town would be responsible for the cost of the required electricity. Public Works Director John Daigle has advised that he could easily provide temporary electricity to the tree. MMA legal services has indicated that a holiday display as contemplated does not run afoul of current law.

On the motion of Wooster / Maxwell, the Board voted 4-0 to grant permission to Jennifer Vannah and others to erect holiday lights on the spruce tree in front of the Municipal Building during the approximate period of November 26 to December 26, 2011.

- 8.3. Confirmation of Emergency Medical Services Director** - The Town Manager is recommending the appointment of Richard Lash of Warren, Maine as EMS Director. Richard is the unanimous recommendation of the interview team comprised of Police Chief William Labombarde, Fire Chief Paul Smeltzer, Interim EMS Director Mike Poli and the Town Manager. There were ten applicants. The team initially interviewed four candidates and re-interviewed two finalists.

Richard holds a certification as a Maine Emergency Medical Technician at the Intermediate level. Richard does not hold certification as a Paramedic. The EMS Director job description states that the Director shall hold a certification at the Paramedic level unless waived by the Town Manager and Board of Selectmen.

On the motion of Wooster / Cartwright, the Board voted 3-1 (Cooley abstained) to confirm the Town Manager's appointment of Richard Lash as EMS Director for the Town of Waldoboro and that the job description requirement specifying that the EMS Director hold certification as a Paramedic be waived.

- 8.4. Broadband Wireless Project** - The Town Manager recognized John Lawrence for his work on this project. Lawrence updated the Board on the project.

- 8.5. Flexible Benefits Plan** - In order for town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis, the Town must adopt a Flexible Benefits Plan under Section 125 of the IRS Code. The administrative fee for this plan, which would be a cost to the town, would be \$335 per year. This cost will be partially offset by lower employer portion Medicare contributions made by the town.

On the motion of Cooley / Maxwell, the Board voted 4-0 to adopt, effective January 1, 2012, the Flexible Benefits Plan presented to the meeting, the purpose of which is to enable town employees to have their portion of health insurance premiums (as well as other employee paid benefits) deducted on a pretax basis.

- 8.6. Police Cruiser Bids** - Bids to replace the 2006 Chevrolet Impala police cruiser were solicited from three firms. The 2006 cruiser being replaced has approximately 115,000 miles on it and will be traded in.

Five bids from two firms were received. Three of the bids were for unsolicited alternatives for more expensive upgrade features not contained in the bid specifications. Two bids met the specifications. One was from Sheppard's Chrysler/Dodge/Jeep of Rockland for a rear wheel drive 2012 Dodge Charger at a net cost of \$18,795. The second was from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842. This is a difference of \$1,047.

The Town Manager and Police Chief recommend acceptance of the Quirk's bid for the 2012 Chevrolet Impala, primarily because it is a front wheel drive vehicle.

On the motion of Cooley / Wooster, the Board voted 4-0 to accept the bid from Quirk Auto Group of Augusta for a 2012 front wheel drive Chevy Impala at a net cost of \$19,842 and to expend funds for this purchase and related equipment transfer from the Police Equipment Reserve fund.

- 8.7. Municipal Building Weatherization** - At its meeting of October 26, 2011 the Community Energy Committee reviewed two proposals submitted in response to its solicitation to provide weatherization services for the municipal building with funds from the town's EEEAG grant. The committee elected to accept the portion of the proposal totaling \$13,214 submitted by I and S Insulation Inc. of Wiscasset. These services will provide sealing and adding insulation in the main part of the building, including the EMS bays, and the conference room. The second proposal was from Weatherization Experts of Newcastle in an amount of \$20,698 for the same portions of the building. Some roof repairs to eliminate leaks may also be required.

On the motion of Wooster / Cooley, the Board voted 4-0 to accept the proposal of I and S Insulation Inc. of Wiscasset to provide weatherization services for the

municipal building in an amount of \$13,214 and to authorize expenditure of funds from the Municipal Building Capital reserve to conduct associated and necessary roof repairs.

8.8. Request by Katherine Winchenbach to Permanently Add Pledge of Allegiance to the Selectmen’s Agenda - On the motion of Wooster / Cooley, the Board voted 4-0 to table action on this item until the next regular meeting with all 5 members present.

9. Executive Session(s):

9.1. Convene in Executive Session Pursuant to 1 M.R.S.A. §405 (6)(F) as Philbrook Fund Trustees to discuss application if needed - None.

10. Adjourn – On the motion of Maxwell / Cooley, the Board voted 4-0 to adjourn at 6:18 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Absent _____
Clinton E. Collamore, Chairman

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Respectfully submitted,

Theodore M. Wooster

Liam D. Ducharme

Craig E. Cooley