

**Town of Waldoboro**  
**Background Information and Suggested Motions**  
**for Selected Items on the Board of Selectmen's Agenda of June 12, 2012**  
**Prepared by John Spear, Town Manager, June 7, 2012**

**2. Public Hearings**

**7. Old Business**

**7.1. YMCA/AD Gray Building** - In your packet is a rough first draft of a lease/ownership transfer agreement between the Town and Central Lincoln County YMCA regarding AD Gray. I have provided a copy to Craig Wilson, YMCA Executive Director, and he has indicated that he is in conceptual agreement, but is in the process of having it reviewed by others including the YMCA's attorney. I also have provided a copy to Attorney Peter Lynch.

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**Suggested Motion: I move that the tax acquired mobile home located at 253 Castner Road be razed.**

**7.3. Draft Revised Personnel Policy-** I reviewed the draft revised personnel policy at the Department Head meeting on May 10, 2012, as I had indicated at the last Board meeting I would. As a result of comments received I am proposing revisions to sections 1.2, 2.2, 5.2, 9.3, 9.4, 13.3, 16 and 18. The revisions are outlined in red in the revised copy marked as draft 2 that

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- consistent with current law,
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- consistent, where appropriate, with current practice
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Highlights of the proposals are:

	Comstar	T.G. Higgins
Setup Fee	\$0.00	\$1,200.00
Percent of Collected Accounts	4%	6-1/2%
Other Costs	@ \$400.00	\$0.00
Length of Contract	3 years	2 years

The agreement may be terminated without penalty by either party without cause upon sixty (60) days written notice.

**Suggested Motion: I move that the Town Manager be authorized to enter into a three year agreement with Comstar Ambulance Billing Service in accordance with Comstar proposal of May 11, 2012.**

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Model	International 7400	Western Star 4700	International 7400	Western Star 4700
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Public Works Director John Daigle recommends, and I support, acceptance of the International 7400 from CB International at a net cost of \$70,402. The vehicle being traded is 1994 L 8000 Ford. The next step will be to solicit bids for the body, plow, wing, etc. and their installation.

**Suggested Motion: I move that the bid submitted by CB International to provide an International 7400 at a net cost of \$70,402 be accepted and I further move to authorize the expenditure of \$70,402 from the Public Works Equipment Reserve Fund.**

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Letters of intent had to be submitted by May 11, 2012. I submitted a letter of intent indicating I would be seeking your authorization to submit an application to obtain engineering design funds to develop plans to repair the bulkhead, remediate drainage and erosion problems and, if possible, widen the boat ramp at the Pine Street Landing. Pine Tree Engineering provided a budgetary estimate of \$25,000 for the engineering work, including \$5,000 for test borings, based on similar projects conducted in the past in other locations. The town submitted a similar grant request in 2002 under the SHIP program but was not successful in obtaining these competitively awarded grants. If the town is successful in obtaining the funds this year for engineering it would be the intent that the town would apply for actual construction funds under this program in the following year. John Daigle, Bill Bragg and Bill Najpauer all support this request.

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- remove the existing sidewalk pavement and bituminous cape cod curb and hand place new sidewalk pavement for 2,780 feet and bituminous cape cod curb for 2,160 feet beginning at Storer Lumber and running to Sara Lane.

Due to the short time frame the quotes won't be available until the Board meeting on June 12<sup>th</sup>. As was noted during the budget review process, this work would be funded from the sidewalk reserve fund, which has a balance of \$34,398, and with up to \$30,000 earmarked for this purpose from the Highway Construction Reserve fund. If the quotes exceed the \$64,398 we may have to forgo some of the work and/or have the Public Works Department perform some of the tasks. Below is a draft suggested motion that will need to be completed once the quotes are available.

**Suggested Motion: I move that the proposal submitted by ?????????? in the amount of \$????, to install 3,094 feet of new sidewalk pavement on Friendship Road and to conduct curb installation and other related work, be accepted, and I further move to authorize the expenditure of \$34,398 from the Sidewalk Reserve fund and up to \$???????? from the Highway Construction Reserve fund.**

**8.4. Police Department Internship-** Police Chief Bill Labombarde will be present to explain an internship with Stephany Blodgett that is proposed for this summer. Stephany is a Public Safety major at UMaine Augusta. A significant aspect of the internship is anticipated to include a community survey regarding police services. The internship will be at no cost to the Town.

**8.5. Fire Department Extrication Equipment** – Fire Chief Paul Smeltzer is requesting authorization to expend up to \$3,500 from Fire Department FEMA reserve fund to purchase a pedal cutter, which is part of the department's extrication equipment. Paul advises me that funds for this purpose were in the department's FY11 budget, but the purchase was not made due to financial concerns that year. Paul will be at the meeting to explain the situation in more detail.

**Suggested Motion: I move that the expenditure of up to \$3,500 from the Fire Department FEMA reserve fund to purchase a pedal cutter be approved.**

**8.6. Recreational Fields Electronic Score Boards** - In your packet please find a self-explanatory email from Recreational Director Kyle Santheson regarding expending up to \$8,500 from the Recreational Park reserve fund for the purchase and installation of two electronic score boards at the recreational fields.

**Suggested Motion: I move that the expenditure of up to \$8,500 from the Recreational Park reserve fund for the purchase and installation of two electronic score boards at the recreational fields be approved.**

**8.7. Small Harbor Improvement Grant (SHIP) –** Maine DOT is accepting applications from communities for creating or upgrading access to tide water on publically accessible property. There is a local cash match requirement of 20%. Complete applications were originally due on June 29, 2012, but DOT just recently pushed that date out to August 3. Applications require approval from the Board of Selectmen.

Letters of intent had to be submitted by May 11, 2012. I submitted a letter of intent indicating I would be seeking your authorization to submit an application to obtain engineering design funds to develop plans to repair the bulkhead, remediate drainage and erosion problems and, if possible, widen the boat ramp at the Pine Street Landing. Pine Tree Engineering provided a budgetary estimate of \$25,000 for the engineering work, including \$5,000 for test borings, based on similar projects conducted in the past in other locations. The town submitted a similar grant request in 2002 under the SHIP program but was not successful in obtaining these competitively awarded grants. If the town is successful in obtaining the funds this year for engineering it would be the intent that the town would apply for actual construction funds under this program in the following year. John Daigle, Bill Bragg and Bill Najpauer all support this request.

**Suggested Motion: I move that the Town Manager be authorized to submit a SHIP grant application in an amount not to exceed \$25,000, with a local cash match of \$5,000, to obtain engineering design funds to develop plans to repair the bulkhead, remediate drainage and erosion problems and perhaps widen the boat ramp at the Pine Street Landing.**