WISCASSET BOARD OF SELECTMEN,

BOARD OF ASSESSORS AND OVERSEERS OF THE POOR

FEBRUARY 2, 2016

tape recorded meeting

Present: David Cherry, Judy Colby, Vice Chair Judy Flanagan, Chair Ben Rines, Jr., Jeff Slack and Town Manager Marian Anderson

1. Call to Order

Chairman Ben Rines, Jr., called the meeting to order at 7 p.m.

2. Pledge of Allegiance

3. Public Hearing - none

4. Approval of Minutes

**Judy Flanagan moved to approve the minutes of January 19 and January 26, 2016**. The minutes of January 19 will be changed to reflect that the Pledge of Allegiance was recited, and the minutes of January 26 will be corrected to note that Charles Knight appointed Donald Shea as Weigher of coal and hay. **Vote 5-0-0.**

5. Approval of Treasurer’s Warrants

**Judy Colby moved to approve the payroll warrants of January 22 and 29, 2016. Vote 5-0-0. Judy Colby moved to approve the Accounts Payable warrant of January 26, 2016. Vote 5-0-0**. With regard to the Accounts Payable warrant of February 2, 2016, the board had previously discussed paying for the Fire Department Truck and the furnace at the airport out of contingency funds and subsequently had approved at its January 26 meeting the purchase of the Police Department cruiser. There was a question whether all three items (truck, furnace and cruiser) could be taken out of contingency without first determining the cost of the furnace and associated costs at the airport. Discussion was postponed until the bids for the furnace were opened. (See 11D for motion on Accounts Payable Warrant of February 2, 2016.)

6. Assessors’ Business –none

7. Special Presentations or Awards

A. Wiscasset Police Department - Alfred “Willy” Simmons’ promotion to Sergeant: Police Chief Troy Cline said out of five applicants who were interviewed, Simmons was chosen for the position of Sergeant. The youngest member of the force, Steven Smith, read the Law Enforcement Code of Ethics. Simmons was sworn in by the Town Clerk, and given the chief’s personal chevrons, a badge and a framed certificate of promotion.

8. Appointments

**Jeff Slack moved to approve the appointment of the following committee members:**

**A. Jason Putnam – Cemetery Committee**

**B. Frank Barnako – Wiscasset Investment Advisory Board**

**C. Richelle Pontau – Appearance of the Town Committee**

**D. Joe Marshall – Wiscasset Budget Committee**

**E. Joan Barnes – Board of Appeals**

**Vote 5-0-0.**

Judy Flanagan said the ordinance is silent on a residency requirement for the Waterfront and Shellfish Committees and she asked whether non-residents could serve on town committee other than those committees where residency is required such as the Budget Committee, Board of Appeal, Airport Committee and Ordinance Review Committee, and the Planning Board which may have one member who is not a resident. Budget Committee members are elected, so residency would be required. Waterfront Committee member Sue Robeson asked whether a non-resident could be appointed to her committee, as non-residents have expressed an interestin serving on the committee and because the Waterfront Committee, having no budget, would not have any influence on budgetary matters. The Waterfront Committee is strictly advisory and recommends items such as the pier vendors. Ben Rines, Jr., opposed non-resident members on the Waterfront Committee who would be advising on expensive items such as the boardwalk. Judy Flanagan said residents of Davis Island or Westport Island may have interest in serving on the Waterfront Committee. Frank Costa, Airport Manager, said he had been approached by non-resident hangar owners who were interested in serving on the Airport Committee and in fact one member of the committee is not a resident of Wiscasset. That member will be asked to leave. It was pointed out that property owners who are not residents are not permitted to serve on town committees.

9. Resignations – none

Ben Rines, Jr. noted that John O’Connell will be resigning as County Administrator and he wished him well. O’Connell was a former town manager of Wiscasset.

10. Public Comment – none

11. Unfinished Business

**Ben Rines, Jr. moved to take 11C out of order. Vote 5-0-0.**

C. Bid opening for airport furnace - The following bids were received:

Knowles Mechanical, Inc. Furnace replacement $10,760.65

Oil Line Upgrade 581.96

Oil Tank Upgrade 3,102.81

Duct Cleaning 5,650.00

Suggested Upgrades 1,639.80

Bayside Plumbing Furnace total $10,526.20

Oil Line Relocation 100.00

Filters 300.00

Siemens Industry Furnace replacement

Chimney work and Elect. Upgrades $13,479.00

Removal of existing fuel Lines and

contaminated Tanks 6,561.00

Excludes removal of existing fuel oil and

contaminated tanks 4,164.00

Insulating duct work and removal

of soot 12,419.00

Total Individually 36,623.00

Total if done at same time 35,495.00

Mechanical Services Furnace replacement 11,646.00

Replacement of oil storage tanks 3,660.00

Relocate oil lines 165.00

Duct cleaning and insulation 5,062.00

Total 21,333.00

Midcoast Energy Systems Duct cleaning total $12,394.00

**Ben Rines moved to turn this over to the Town Manager and Frank Costa for them to review and report back at the meeting with the Budget Committee on February 11.**

A. Updated real estate foreclosure list and discussion: A list of land only accounts with automatic foreclosure dates in January was discussed. **Ben Rines moved to turn the accounts over to the real estate broker for disposition.** The properties will be offered first to abutters. Judy Flanagan said according to the board’s policy, the minimum bid must be the total of all outstanding taxes or 35% of the fair market value, whichever is greater. **Vote 5-0-0.** The total amount of real estate taxes owed to the Town is $191,406. David Cherry urged the board to deal with the overdue taxes soon as the foreclosure process takes a minimum of 18 months.

B. Updated sewer list and discussion: Judy Flanagan noted there were 57 sewer accounts that were over 90 days past due and 35 have liens. Marian Anderson said the past due accounts listed for the Town of Wiscasset were for foreclosed properties and will be covered by a line item in the budget if the properties are not sold. Anderson said the Murray Hill property, a commercial apartment complex, had last made payment on the sewer bill in March 2013. Total amount due is $18,657.61. She has contacted the PUC to see what options the Town has. Anderson said the board’s tax acquired policy includes sewer liens; liens are placed after 90 days.

D. Special Town Meeting discussion (Brush Truck, $7500; RSU withdrawal bond payment, $57,058.62): Ben Rines, Jr., said replacement of the furnace and the bond payment will be discussed with the Budget Committee on February 11; the brush truck purchase will be taken from contingency. **Judy Colby moved to approve the accounts payable warrant of February 2, 2016. Vote 5-0-0.**

E. Fiscal year 2016-2017 Annual Town Meeting warrant and budget process: Ben Rines recommended discussing this matter on February 11. In response to Judy Flanagan’s question, Marian Anderson said that if there are not enough members on the Budget Committee for a quorum, no recommendation will be put on the ballot. She said that changing the ordinance to reduce the number of members on the Budget Committee would require a Town vote and suggested that it be discussed with the Budget Committee. Rines asked the newspapers to publicize the need for Budget Committee members.

Judy Colby said that according to Board policy she was unable to serve on the Board of Selectmen while working for the Town. The policy was discussed and it was the consensus of the board that it could not dictate who could run for public office. Although concerned about conflicts of interest, either real or perceived, the board decided to change the policy with the stipulation that board members would recuse themselves if asked to vote on items pertaining to their employment. **David Cherry moved to change the policy to read as follows: “5.3.2 Local Political Activity: While employed by the Town of Wiscasset, any personnel seeking or accepting nominations or elections to any elective office in the Wiscasset Town government including the School Department, are required to recuse themselves from any and all votes on any matter with which their employment may cause a conflict of interest, either real or perceived.” Vote 4-0-1 (Colby abstained).**

12. New Business

A. Review of H. M. Payson Investment Accounts – postponed

B. Consideration for selection of Spirit of America Foundation award for volunteerism: No action is required; deadline for nominations is June 30.

C. Waterfront Committee discussion of composition of the committee to allow non-resident participants: Previously discussed (Item 8).

13. Department Head or Committee Reports – none

14. Town Manager’s Report

Marian Anderson said according to the investment policy, the board can spend a maximum of $390,487 from reserves. Jeff Slack noted that on June 30, 2014, the account balance was $12.2 million and even after taking out $1.5 million for the withdrawal and other expenses, the balance is now $10.8 million.

Anderson said as of June 30, the fund balance was $1,411.265; $573,000 has been earned in investments. The draft audit will be available on February 11.

Anderson met with the Maine DOT regarding scheduling meeting dates to discuss what downtown improvements might look like; she will have a time and location in the near future. Ben Rines, Jr., said although the state would like to have the board make decisions on the downtown traffic plans, he would prefer the townspeople have input.

Interviews for Harbormaster, Town Planner, and Town Mechanic have been completed and interviews have been scheduled for the EMS Director. She thanked board members for their participation.

Ben Rines, Jr., asked that the February 11 meeting be scheduled as a selectmen’s meeting.

Judy Flanagan said she had attended a union negotiation meeting and **moved to go into executive session pursuant to 1 MRSA Section 405 (6)(D) for the purpose of union negotiations. Vote 4-0-1** (Rines abstained). The board entered executive session at 7:50 p.m. **Jeff Slack moved to exit executive session at 8:22 p.m. Vote 4-0-0.**

15 Adjournment

**David Cherry moved to adjourn at 8:23 p.m. Vote 4-0-0.**