

## ***SELECTMEN'S MEETING –TUESDAY, FEBRUARY 6, 2018***

Present: Chairman Karl Ekstedt, Selectmen Tim Roche, Kathy Chase, Daniel Hobbs and John Howarth, Town Manager Jon Carter

### **EXECUTIVE SESSIONS**

1. Motion by Mrs. Chase, seconded by Mr. Roche, to go into Executive Session with Legal Counsel to discuss a legal challenge to the procedures taken to update the Comprehensive Plan 1 M.R.S.A. §405(6)(E). Passed unanimously.

Motion by Mrs. Chase, seconded by Mr. Roche, to come out of Executive Session. Passed unanimously.

2. Motion by Mrs. Chase, seconded by Mr. Roche, to go into Executive Session with Legal Counsel regarding resolution to several Employment Issues per 1 M.R.S.A. §405(6)(A). Passed unanimously.

Motion by Mrs. Chase, seconded by Mr. Roche, to come out of Executive Session. Passed unanimously.

### **WORKSHOPS**

***1. Workshop to hear a presentation with discussion of the Berry Dunn CEO/Planning Department Current Permitting Environment Assessment Project Report.***

Kevin Price, project manager, and consultants Matthew Tremblay and Alex Kee presented their report. The survey was sent to 171 stakeholders, 58 responded and 29 met with the team for fact-finding meetings. The team also conducted interviews with Kennebunk, Scarborough and York staff members to compare key metrics. The Net Provider Score (NPS) is used to measure customer loyalty and satisfaction. Both Planning and Code Enforcement received high scores.

Areas for improvement include limited staffing, which could be a problem if development increases, and external inspections which depend on the DEP, DOT or the Fire Department. Urban Insight is a Microsoft system for tracking applications and inspections. Planning applications aren't entered until they are approved. Cross training of staff and technology improvements were recommended. Munis which handles financial systems can tie in with the tracking software and other programs are available. Mike and Jodine also prepared recommendations which are included in the report. Dan asked about the technology. Excel isn't ideal for this type of tracking. Urban Insight is good on its own and can tie in with Munis. Jon asked about our fees. They seem to be in line with other towns.

John asked about the survey process because he gets a lot of complaints. The list of stakeholders came from the Code and Planning Offices and the survey was done anonymously. When 113

people didn't reply there were 2 or 3 attempts to follow up with them. The meetings were held off-site for privacy. Kathy asked how the names were chosen. Mike reviewed 3 years of applications for names; Jodine used their e-mail list. Karl and Kathy were surprised that no one was unhappy or proposed any changes to make the process better. They hoped the survey would produce some useful feedback. People live and work here—how can we serve them better? We can't help if people don't answer the survey. Karl is looking for feedback from staff about the next steps we should take. Software programs are being considered. Mike and Jodine have prepared two memos with suggestions. Some may involve ordinance changes. Jodine said the staff is here to help the public but some things just can't be changed. People should not be afraid of retaliation.

## **2. *Update on the Blizzard***

### ***a. Harbor***

We are working with the insurance adjuster and may get partial reimbursement for the floats. Chris Mayo is getting quotes for the pilings and helixes.

### ***b. Furbish Culvert***

Jon hired Geoff Aleva of Civil Consultants to prepare a plan. Geoff recommends having a new culvert floor manufactured and getting the manufacturer to install it. The sewer line will be covered with concrete and the WSD should pay for it. Nick Rico is taking it to their Board of Directors on February 22. The new floor will cost about \$32,000, plus another \$11,000 for the culvert people to come up here. The water has to be removed so the concrete can set, then the culvert will be lowered in place. The culvert will be 9' wider to make it safe for pedestrians. The estimate is \$160,000 and the time is getting short, as the permit expires on April 9. Mike and Jon have been working on a FLAP Grant but there probably isn't enough time. The consensus was to proceed as planned and have the work done correctly.

## **3. *Fire Department Apparatus Request for BOS Consideration—Chief Wayne Vetre***

There is more development in the areas of Town that aren't on public water and the Department has to bring it in to fires. He proposes purchasing another truck like the one we purchased last year. Engine 2 can be traded in and by going through HGAC we can get another truck at \$40,000 net cost to the Town. No engineering work is needed. The new truck will carry 3,000 gallons of water rather than 1,200. It will cost an additional \$500-1,000 to switch the radios and equipment from Engine 2 to the new truck. This will provide a better truck for the call staff.

## **4. *Annual Report Dedication***

There are suggestions in the packets. A decision should be made at the next meeting.

***SELECTMEN'S MEETING***

***Chairman's Update:*** Mr. Ekstedt reviewed this evening's workshops and reminded everyone that they are open to the public.

***MUNICIPAL OFFICERS BUSINESS/PUBLIC HEARINGS***

***1. Public Hearing on accepting the proposed 2018 Beach Parking Pass Policy.***

The recommendation is to keep the same rates and policy as last year.

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and pass the 2018 Beach Parking Pass Policy. Passed unanimously.

***2. Mike Dinardo, dba: The New England House Seafood and Sports Bar, 124 Post Road, Wells, application for a full-time Malt, Spirituous and Vinous Liquor License. (R )***

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

***3. Ryan Amin and Pratima Amin, dba: Ogunquit River Inn, 17 Post Road, Wells, application for a full-time Malt, Spirituous and Vinous Liquor License. (R )***

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

***4. Richard M. Varano, dba: Varano's, 60 Mile Road, Wells, application for a full-time Malt, Spirituous and Vinous Liquor License. (R )***

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

***5. Robert D. Callioras, dba: Litchfield's Bar and Grill, 2135 Post Road, Wells, application for a full-time Malt, Spirituous and Vinous Liquor License. (R )***

***AND***

***6. Robert D. Callioras, dba: Litchfield's Bar and Grill, 2135 Post Road, Wells, application for a Special Entertainment Permit. (R )***

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license and permit. Passed unanimously

**7. Sean Damon Brown, dba: Brown's Clam Shanty, 198 Post Road, Wells, application for a full-time Malt and Vinous Liquor License. (R )**

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

**8. Lafayette Wells, Inc., dba: Forbes Seafood Restaurant, 427 Mile Road, Wells, application for a full-time Malt, Vinous and Spirituous Liquor License. (R )**

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

**9. Wells Elks Lodge, 356 Bald Hill Road, Wells, application for a Blanket Letter of Approval for a license to operate a Game of Chance. (R )**

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the license. Passed unanimously

**10. Matt Gray, dba: Gray Matter Marketing, 200 Highpoint Ave., Unit B5, Portsmouth RI, application for a Mass Gathering Permit for a Craft Brew Fest with Food Trucks to be held at Wells Harbor Community Park on June 23, 2018. (N )**

Volunteer and Events Coordinator Cindy Adamsky and Ryan Liberty of Friends of Wells Harbor are planning a professionally run Brew Fest. The Staff Review Committee has reviewed the application, and the marketing company has assured us that they will meet all our requirements. Cindy is working with the DownEaster to arrange a group package for people from Portland and Boston. The park will be rented for the event and an entry fee will be charged.

Public comment was solicited and there was none.

Motion by Mrs. Chase, seconded by Mr. Roche, to close the public hearing and grant the permit. Passed unanimously.

**11. Good News**

~. About 20 employees and family members served lunch to 80 people at the Senior Center on January 27. Thank you to IGA for the food donation.

~There is an LED streetlight pilot project on Route One from Cumberland Farms to the Library. The light sets are 4,000 (bluish tone), 3,000 and 2,700 (like incandescent). If you are driving at night we would like your feedback.

~Congratulations to Gus Mattson who will become an Eagle Scout on Sunday, February 11 at 12:30 at the Church of Latter Day Saints in Sanford. His project was a bulletin board at Harbor Park.

~Mr. Roche forwarded a message from Superintendent Daly about tomorrow's storm warning: the high school is getting out at 10:25, junior high at 10:35 and elementary school at 11:35. The times will be moved up if the storm hits earlier than expected.

~Congratulations to Chairman and Mrs. Ekstedt on the birth of their fourth grandchild on Sunday. Lawson, Mom and Dad are doing well.

## ***12. Open to the Public***

~Chief Putnam concurred with keeping the students safe and thanked Mr. Daly for the early notice. The Wells Police Department held a Day of Warming this past Saturday at the Senior Center. The Italian dishes were quite popular and the officers were invited to come back next year.

~Cindy Adamsky reminded everyone of the Taste of Wells, Sunday, February 25 from Noon -4 PM at the Activity Center. There will be 9 local vendors providing samples of their food and beverages. Tickets are \$10 and can be purchased from Cindy or Marianne Goodine. Proceeds will support the Fuel Assistance Fund and Project Graduation.

~Chief Vetre reported on the Fire Department's Day of Warming at the Senior Center.

## ***CURRENT AGENDA ITEMS***

### ***1. Review and action on Accounts Payable and Payroll Warrants***

There is a Warrant dated February 6, 2018 with expenses of \$551,396.77, no school payment, net payroll for the week ending 1/18/18 in the amount of \$72,772.98, net payroll for the week ending 1/25/18 in the amount of \$82,140.14, net payroll for the week ending 2/1/18 in the amount of \$72,230.03 and state and federal withholding taxes, plus FICA, Medicare and federal taxes filed electronically in the amount of \$91,301.72 for total expenses of \$869,841.64.

Motion by Mrs. Chase, seconded by Mr. Roche, to approve and sign the Warrant dated February 6, 2018 in the amount of \$869,841.64. Passed unanimously.

There is a General Assistance Warrant dated February 6, 2018 in the amount of \$1,735.55 including General Assistance of \$544.39 and \$1,191.16 from the Special Fuel Fund. The balance in the fund is \$40,273.02.

Motion by Mrs. Chase, seconded by Mr. Roche, to approve and sign the General Assistance Warrant dated February 6, 2018 in the amount of \$1,735.55. Passed unanimously.

**2. Update, discussion and action on Committees, Projects, Issues, Purchases and Personnel:**

**a. Discussion and action to schedule a public hearing on February 20, 2018 at 7 PM to review the Spring Thaw Road Policy for posted roads in compliance with Code Chapter 212-4.**

The recommendation is to post the roads from March 5-April 16, 2018, at the discretion of the Public Works Director.

Motion by Mrs. Chase, seconded by Mr. Roche, to schedule a public hearing for 7 PM on February 20, 2018 regarding the spring posting of roads. Passed unanimously.

**b. Discussion and action on approving action necessary on the repair of the Furbish Road culvert.**

The road is still closed from the storm damage and we expect the insurance company to reimburse us. Floats and pilings at the launch ramp are being replaced. Our permit to repair the culvert expires on April 9. A new floor will be manufactured and installed after the site is de-watered. The culvert will be 9' wider making it safer for bicycles and pedestrians. The sewer line will be covered with concrete to protect it. The cost is estimated at \$160,000. A public hearing is not necessary.

Motion by Mrs. Chase, seconded by Mr. Roche, to proceed with the ordering of the new floor from the CONTECH Engineering Solutions and to release up to \$160,000 from the Town's Infrastructure Reserve Fund to undertake the repairs to the Furbish Road culvert. Passed unanimously.

**c. Discussion and action on the New England Cottontail Habitat Management Recommendations regarding the recently purchased Getchell Parcel.**

Keith Fletcher from the Conservation Commission and Jeff Tash with USF&W presented a plan to improve the Getchell Parcel as a habitat for endangered cottontails. Invasive species will be cleared and the Town will receive the proceeds from any timber harvesting. The Commission would like to do the work this spring and summer, with the timbering next fall and winter. The Wildlife Management Institute will handle the contract. The Town will be involved in planning and implementation but without the responsibility of managing the project.

Motion by Mrs. Chase, seconded by Mr. Roche, to allow the Conservation Commission to implement the plan for cottontails on the Getchell Parcel. Passed unanimously.

***d. Discussion and action on scheduling a public hearing to release up to \$25,000 from the Beach Enterprise Fund for the purpose of upgrading the beach parking meters.***

We purchased 11 meters in 2012 which need updating. The vendor CALE has an update kit that will speed up transactions and improve the meters for the customers.

Motion by Mrs. Chase, seconded by Mr. Roche, to schedule a public hearing for 7 PM on February 20, 2018 regarding the release of up to \$25,000 from the Beach Enterprise Fund for the purpose of upgrading the beach parking meters. Passed unanimously.

***e. Discussion and action on scheduling a public hearing on the 2018 Lodging Licenses.***

Motion by Mrs. Chase, seconded by Mr. Roche, to schedule a public hearing for 7 PM on February 20, 2018 regarding reviewing and approving the 2018 Lodging Licenses. Passed unanimously.

***f. Discussion and action on scheduling a public hearing to release up to \$27,000 from the Float Replacement Fund (0013) for the replacement of Harbor floats damaged during the Blizzard.***

The floats were given to us by the State. We are replacing them with sturdier floats built for marine use, rather than lakes.

Motion by Mrs. Chase, seconded by Mr. Roche, to schedule a public hearing for 7 PM on February 20, 2018 regarding the release of up to \$27,000 from the Float Replacement Fund to replace Harbor floats damaged during the Blizzard. Passed unanimously

***g. Discussion and action on approval of a request for entry into the Town's Employee Education Assistance Program.***

Andrea Kazilionis, Adult Services Librarian, is enrolled in a Masters of Library Science program and is requesting assistance through the Town's Employee Education Assistance Program. The PAC recommended approving her for participation in this fund.

Motion by Mrs. Chase, seconded by Mr. Roche, to approve Andrea Kazilionis' request for entry into the Educational Reimbursement Benefit Program for her Master's Degree, Passed unanimously.

***h. Discussion and action on approving a request from Northern New England Chapter of the Cystic Fibrosis Foundation for the CF Cycle for Life bicycle tour through Wells on July 14, 2018.***

This is an annual event and the Police Chief has approved the plans.

Motion by Mrs. Chase, seconded by Mr. Roche, to approve the request from Northern New England Chapter of the Cystic Fibrosis Foundation for the CF Cycle for Life bicycle tour through Wells on July 14, 2018 with the understanding that the Town will be added as an additional insured, and authorize the Town Manager to sign the agreement. Passed unanimously.

***i. Discussion and action on authorizing renewal of the People's United Bank Commercial Credit Card Resolution.***

This is an annual renewal for the Town Manager, Finance Director and Accountant to issue credit cards to qualified employees.

Motion by Mrs. Chase, seconded by Mr. Roche, to authorize the Chairman of the Board of Selectmen to sign the renewal Officer's Certificate regarding the Business Card Agreement Authorization with People's United Bank. Passed unanimously.

***j. Discussion and action on scheduling a public hearing for the release of up to \$40,000 from the Fire Truck Reserve Fund (0703) to apply with a trade of Engine 2 for a new E-ONE-FREIGHTLINER PUMPER-TANKER for the valued price of \$315,000.***

This will be a self-contained truck especially useful where there is no public water. We will be getting 5 more years on the warranty for only \$40,000.

Motion by Mrs. Chase, seconded by Mr. Roche, to schedule a public hearing for 7 PM on February 20, 2018 regarding the release of up to \$40,000 from the Fire Truck Reserve Fund (0703) to apply with a trade of Engine 2 for a new Pumper-Tanker valued at \$315,000. Passed unanimously.

***k. Discussion and action on approving a request to hold a Polar Plunge fundraising event at Wells Beach on March 24, 2018 at 9 AM.***

Motion by Mrs. Chase, seconded by Mr. Roche, to approve the Polar Plunge fundraising event for cancer patients at Wells Beach on March 24, 2018. Passed unanimously.

***l. Discussion and action on Updates, Personnel and Committee Assignments, Resignations and Issues:***

***i. Town Manager: new hires***

- 1. Highway Equipment Operators Joseph Perron and Frank Smith***
- 2. Deputy Assessor Verna Sharpe***

***m. Discussion and action to accept donations and bequests:***



**1. \$200.00 donation from William and Eleanor Andrews to the Town of Wells for the Fuel Assistance Program Fund.**

Motion by Mrs. Chase, seconded by Mr. Roche, to accept the generous donation and write a letter of thanks to the donors. Passed unanimously.

**2. \$48.00 donation from Various Library Users to the Wells Public Library.**

Motion by Mrs. Chase, seconded by Mr. Roche, to accept the generous donation. Passed unanimously.

**3. \$10.00 donation from Sarah Windle to the Town of Wells for the Fuel Assistance Program Fund.**

Motion by Mrs. Chase, seconded by Mr. Roche, to accept the generous donation and write a letter of thanks to the donor. Passed unanimously.

**n. Discussion and action on approving the minutes of the January 16, 2018 Selectmen's meeting.**

Motion by Mrs. Chase, seconded by Mr. Roche, to accept the minutes as written. Passed unanimously.

**NEW BUSINESS**

**1. Open to the Public**

~The Winter Guard and Epilepsy Foundation are holding their annual Winter Weed-Out collection of used clothing, household linens, costumes, pocketbooks, accessories, shoes, etc. Rips and stains are OK, but please nothing dirty or paint/grease stained. Anything in good condition will be sold at the Epilepsy Foundation thrift shop. Other items will be shredded. Fabrics can be used as stuffing for upholstery, pillows or stuffed toys. Footwear can be ground up to make surface materials for playgrounds. The Winter Guard and Epilepsy Foundation will share the proceeds to support their programs.

~Condolences to the family of Harold Coggeshall who passed away Sunday. His service will be held this Thursday at Bibber's.

**2. Town Manager's Report**

~The FEMA flood map appeal is moving forward. The maps were redone to include data from the blizzard. All the towns are paying an extra \$1500 for the update. The 90 day appeal process will probably begin this spring.

~The DownEaster had a station managers’ meeting. Wells is doing very well—around 50,000 riders. The Turnpike Authority is helping with heating and water quality at the station.

~We received federal grants for Furbish Road and the Harbor. We are meeting with DOT on MOU’s. Both grants will be merged. Mike Livingston is the project manager.

~No Budget Committee meeting tomorrow night because of the storm. There will be a double agenda session on February 14.

~There was an Executive Session earlier this evening and the Town Attorney needs authorization to send the letter.

Motion by Mr. Hobbs, seconded by Mr. Roche, to authorize the Town Attorney to respond to correspondence from Attorney David Lourie regarding the Comprehensive Plan. Passed 4-0-1. Mrs. Chase recused herself.

**3. Adjournment**

Motion by Mrs. Chase, seconded by Mr. Roche, to adjourn. Passed unanimously.

Respectfully submitted,

Accepted by,

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Cinndi Davidson,  
Meeting Recorder

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