

**MARION BOARD OF SELECTMEN
WATER/SEWER COMMISSIONERS
April 3, 2012**

MEMBERS PRESENT: Jonathan Henry, Chairman
Roger Blanchette
Stephen Cushing, Clerk

ALSO PRESENT: Paul Dawson, Town Administrator
Ted North
Norman Hills
Michael Cormier
Carol Sanz
Alan Minard
Ham Gravem
Ruth Nicolaci
CJ Barros
Jerri Ferrari
William Washburn
Sherman Briggs
Susan Schwager
Mike DeCicco (Standard Times)
Katy Fitzpatrick (Wanderer)
Jennifer Heshion (Sippican Week)
Chris Reagle (Sentinel)
Debra Paiva, secretary

The meeting was called to order at 7:00 p.m. Mr. Henry announced that the meeting would be televised, video recorded by ORCTV, and audio recorded by Town of Marion staff. A list of the materials reviewed at the meeting shall be attached to these minutes.

Approval of Meeting Minutes

Moved by Mr. Cushing and seconded by Mr. Blanchette to approve the minutes of the March 20, 2012 meeting. VOTE: 3-0-0

APPOINTMENTS:

Harbormaster – Discuss proposed Old Landing Boat Slip Rules and Regulations

Mr. Cormier explained that the addition of two finger piers to the Old Landing area is planned. The MRC, with the Board's approval, would like to rent the fingers on the inside as well as the inside of the two new floats to Town residents. The floats would be constructed by Mr. Cormier and his crew at a cost of \$6100-\$6500 and the rentals would generate \$4800 in revenue the first year.

The other portion of the plan is to rent the auxiliary float to a resident who owns a towboat, which would generate \$6100 in revenue.

After discussion it was agreed that the six slots available for Town residents would be assigned by lottery, with the resulting waiting list established chronologically.

Ruth Nicolaci asked what the proposed fee was and was told \$800 per year.
Moved by Mr. Blanchette and seconded by Mr. Cushing to adopt the proposal. VOTE:
3-0-0

Council on Aging Director – Discuss proposed Transportation Policy

Mrs. Schwager explained that one of the goals of the Council on Aging is to establish policies for most of their programs and transportation is where they are starting. The proposed policy was reviewed and discussed.

Moved by Mr. Cushing and seconded by Mr. Blanchette to adopt the written policy.
VOTE: 3-0-0

Capital Improvement Planning Committee – Capital Plan presentation

Committee members Norman Hills, Ham Gravem, Carol Sanz, Rico Ferrari, Ted North, and Casi Barros were present to discuss the CIPC FY2013 Report.

In the past year the CIPC conducted site visits at the Police Station, Fire Stations, Waste Water Treatment plant, DPW, Elizabeth Taber Library, Town House, Music Hall, Great Hill water tank, Harbormaster, YSI building, and Sippican School. As a result of the site visits four observations were made:

- Maintenance appears to be lacking and should be considered; a planned maintenance program would extend the life and usefulness of facilities.
- There is no long range planning for infrastructure, facilities, equipment, and vehicle needs.
- DPW and Harbormaster facilities are inadequate for protection of equipment, vehicles, and boats.
- There seems to be a mismatch between the square footage of building space and how it's being used.

The submittals received for ten capital projects totaling \$378,000 were rated and the results were submitted to the Finance Committee. Mr. Hills noted that the budget process did not work as well as hoped; some requests were not submitted on the CIPC forms and other requests were not submitted at all. Mr. Blanchette said Mr. Dawson and the Selectmen should be notified if department heads are not cooperating with the budget process. Mr. Hills said the biggest impact probably was the uncertainty related to the Town House and I&I projects.

The CIPC made four recommendations:

1. The development and implementation of planned maintenance systems for facilities, equipment, and vehicles.
2. Determine use of the YSI building.
3. Establish a long-term (greater than five years) facility and equipment acquisition plan.
4. Evaluate the budget submittal process.

Mr. North questioned how the I&I project went from a routine DPW maintenance issue to a \$27 million project, doubling the debt load of the Town and probably doubling water and sewer rates to pay for it.

Mr. Blanchette explained that the \$27 million figure was a fictitious number and contained 35% in contingency fees. He said for decades residents have connected their sump pumps to the sewer system, causing the treatment plant to operate beyond the capacity allowed in the permit. The Board decided that those residents should be allowed to tie in the Town storm drains, requiring expansion of the storm drains, before the final resurfacing of Front Street.

Mr. Henry explained that the project will be paid for with Chapter 90 funds and unexpended funds from other projects, and the \$27 million figure will probably be \$7-\$10 million.

Mr. North asked where the authorization is to pay for the contracts included on tonight's agenda and was told articles from previous Town Meeting votes.

Mr. Ferrari said the CIPC is trying to take an integrated approach to help the Selectmen to make fiscally responsible decisions. He asked that department heads be held accountable if they are not providing necessary information on time.

Mr. North asked if the Board is getting good services for the money spent on engineering services; Mr. Blanchette said he supports the use of different firms for services.

Finance Committee – Budget Review

Alan Minard and Ham Gravem were present for this discussion; Mr. Minard stated that there is no \$27 million project being contemplated in this year's Town Meeting. He asked that the Board of Selectmen send a directive that there should be some businesslike cooperation and planning from department heads.

During the discussion Mr. Minard provided the following information:

- The financial position of the Town is in great shape in terms of the budget, revenues, and State aid. He recommended an announcement at Town Meeting that the Town's bond rating was increased to AA+.
- A very conservative approach was taken to the FY13 budget; the department heads were asked to prepare level fund or level services budgets.
- The budget has the greatest percentage increase (4.29%) since 2007. The increase is unusual and caused by higher costs in Special Education, group health insurance, and the pension funds.
- The Finance Committee tries to stick to a policy of using no more than 40% of the available Free Cash; 44% is presently shown to balance the budget but Mr. Minard expects it to drop closer to 40%.
- The Finance Committee recommends putting \$100,000 into the OPEB Trust Fund, raising it to \$179,000, and \$100,000 into the Stabilization Fund.
- Small increases are shown in the Water (.63%) and Sewer (1.6%) budgets.

Mr. Blanchette noted that the department heads have been asked to submit level fund budgets and asked if that resulted in roads not being repaired. Mr. Minard said each year's budget includes money to repair the sidewalks and roads and the supervision and follow-up could be better. Mr. Dawson said the money put into the budgets is for smaller

items, not for the replacement of sidewalks and roads, and for the past five years the department heads have been asked to submit level funded budgets. Mr. Blanchette said it's time to deliver a message that there are certain things to be done for the town and they can't be done with a level funded budget. Mr. Minard said if there was a plan it could be worked toward.

ACTION ITEMS

Authorize Town Administrator to sign CDM Smith contract for Design and Permitting Infrastructure Improvements for South Street, Ryder Lane, and a portion of Spring Street

Authorize Town Administrator to sign CDM Smith contract for Conceptual Design and report for Village Loop Roadway Improvements (including system improvements)

The cost of the contracts will be:

Design and Permitting Infrastructure Improvements – Not to exceed \$330,000

Conceptual Design and report for Village Loop Roadway Improvements – Not to exceed \$247,000

Ruth Nicolaci asked how such an expensive project could be approved in this economy; Mr. Dawson explained that the design work is necessary to get the roads repaired.

The Board and Mr. Dawson discussed initiating the bid process for a consulting engineer.

Rico Ferrari asked what the immediate need was to sign the contracts.

Moved by Mr. Cushing and seconded by Mr. Blanchette to combine the two elements and authorize the Town Administrator to sign the contracts. VOTE: 3-0-0

Reappoint Registrars of Voters (Andrea Keene, Linda Schuessler)

Moved by Mr. Blanchette and seconded by Mr. Cushing to reappoint Andrea Keene and Linda Schuessler as Registrars of Voters for a three year term. VOTE: 3-0-0

Nomination – Inspector of Animals (Susan Connor)

Moved by Mr. Blanchette and seconded by Mr. Cushing to nominate Susan Connor Inspector of Animals. VOTE: 3-0-0

Water Commitment – New Service - \$614.76 (3/16/12)

Moved by Mr. Cushing and seconded by Mr. Blanchette to approve. VOTE: 3-0-0

Water Commitment – Final Reading - \$84.17 (3/19/12)

Moved by Mr. Cushing and seconded by Mr. Blanchette to approve. VOTE: 3-0-0

Water Commitment – Final Bills - \$1567.70 (3/29/12)

Moved by Mr. Cushing and seconded by Mr. Blanchette to approve. VOTE: 3-0-0

Landfill – Post-closure agreement

The Department of Environmental Protection has certified closure of the landfill and the Town is contractually obligated to maintain a post-closure monitoring agreement. The contractor who did the filling was required to make payments for the Town to place in a trust fund to be used for post-closure monitoring requirements. The trust fund currently

has a balance of slightly more than \$500,000. Mr. Dawson recommended that the contract for engineering services to complete the post-closure monitoring requirements be awarded to East Coast Engineering for a period of five years. The total estimated value of the five year contract will be \$120,300, to be paid for out of the post-closure monitoring fund.

Moved by Mr. Blanchette and seconded by Mr. Cushing to authorize the Chairman to sign the contract with East Coast Engineering for the post-closure monitoring of the landfill. VOTE: 3-0-0

Appointment of Grant Writer

Mr. Henry said a number of individuals had been interviewed for the position of part-time grant administrator.

Moved by Mr. Cushing and seconded by Mr. Blanchette to appoint Pamela Marean-Dinsmore grant administrator. VOTE: 3-0-0

Mrs. Nicolaci asked if the pay scale (\$30,000) would be in lieu of the grant administrator receiving a percentage of the grants brought in and was told yes. She asked if it would have been better to pay a percentage and said the Fire Department used to have an employee who applied for grants. Mr. Dawson and Mr. Henry explained that the Fire Department employee did apply for grants but she was a fire fighter, not a grant writer.

TOWN ADMINISTRATOR REPORT

Possible landfill solar garden

Mr. Dawson described a Town-owned solar array located in the town of Brewster that allows residents an opportunity to buy shares of green energy through a net metering arrangement. The Board discussed investigating the placement of a solar array on the former landfill and also including an article on the Town Meeting warrant should such a project become a possibility.

Moved by Mr. Blanchette and seconded by Mr. Cushing to authorize Mr. Dawson to pursue further. VOTE: 3-0-0

Washburn Park land clearing

Mr. Dawson said last week he was made aware that a large area of Washburn Park was cleared down to the frog pond. He said no Town department heads authorized the clearing and it is being investigated; the filing of a Notice of Intent with the Conservation Commission is required. Mr. Dawson recommended that Recreation Director Jodi Dickerson be authorized as the contact person to work with the Conservation Commission to remedy the problem and ensure that it does not occur again.

Music Hall exterior lighting

Mr. Dawson will be meeting this week with the chair of the Music Hall Advisory Committee and the Committee's architect to discuss the status of the exterior lighting.

CORRESPONDENCE

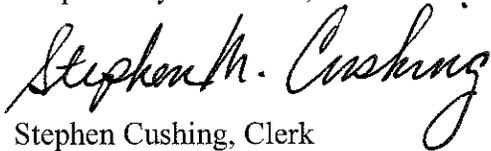
The following correspondence items were reviewed.

#1 – Email from SRPEDD regarding part-time Town Planner (3/21/12)

The email was forwarded to the Planning Board; they will be asked to provide their feedback to the Selectmen.

Moved by Mr. Cushing and seconded by Mr. Blanchette at 9:15 p.m. to adjourn.

Respectfully submitted,

A handwritten signature in black ink that reads "Stephen M. Cushing". The signature is written in a cursive style with a large, looped initial "S".

Stephen Cushing, Clerk

Date approved: 4/17/12

**MARION BOARD OF SELECTMEN
WATER/SEWER COMMISSIONERS
April 3, 2012**

DOCUMENTS REVIEWED AT MEETING

Meeting minutes – March 20, 2012
Proposed Old Landing Boat Slip Rules and Regulations
Proposed Council on Aging Transportation Procedure
CIPC Capital Plan
Finance Committee report
Memo from Mr. Dawson regarding CDM Smith contract approval request (3/19/12)
Letter from Department of Agricultural Resources requesting appointment of Inspector of Animals (3/7/12)
Water Commitment – Misc. Bill - \$614.76 (3/26/12)
Water Commitment – Final Reading Bill - \$84.17 (3/19/12)
Water Commitment – Final Bills - \$1567.70 (3/29/12)
East Coast Engineering contract for engineering and environmental consulting services – landfill post-closure
Email from SRPEDD regarding part-time Town Planner (3/21/12)
ZBA request for comments – 19 Shawondasse Road (4/19/12)
Notification to abutters of PNH Realty Trust regarding upcoming Conservation Commission public hearing (notice undated)
ZBA request for comments – 17 Maple Avenue (3/23/12)
Building Code Enforcement Evaluation Report (Survey date 7/19/11)
Letter from Office of Public Safety & Security regarding FCC Narrowband Mandate (3/23/12)
Letter from SRPEDD regarding State funded services (3/27/12)
Email from ORCTV regarding PSA Shoot Days (3/29/12)
Email from Sippican Lands Trust regarding liquor license request (3/29/12)
Copy of letter from Building Commissioner regarding 141 Front Street (3/29/12)

**AGENDAS & MEETING MINUTES RECEIVED FROM OTHER BOARDS &
COMMISSIONS**

Conservation Commission meeting agenda (3/28/12)
ZBA meeting minutes (10/6/11)
CIPC meeting minutes (3/15/12)