

# TOWN OF CHINA

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## China Select Board

### Strategic Planning Session

11/27/2017 – Town Office Meeting Room 5:30 P.M.

### Conversation on/setting of short, intermediate and long-term goals for the town as prioritized by the Select Board:

The Board reviewed a list of priorities developed from last year and added a couple of suggestions to the list of strategic priorities for China in the next twelve months. The following is a projected listing of items that seemed to receive attention by the Board in the session:

#### Short Term Goals

1. Continue considering elderly housing through the China for a Lifetime Committee.
2. Pursue improved internet and cable access through the Broadband Committee.
3. Continue improvements on the emergency shelter in the former portable classroom across from the town office.
4. Find a successor to the Town Manager who will fulfill a contract obligation in 2018 – Selectperson Jeffrey R. LaVerdiere
5. Continue the TIF recommended Causeway Road renovation initiative. The purchase of the Bailey property would be considered in this initiative if the property is found to be useful to the initiative.
6. Comprehensive public access to China Lake.
7. Continue pursuit of road improvements with a focus on safety measures; pedestrian and bicycle friendly considerations.
8. Continue revenue resources review and consideration of new sources.
9. Continue to be aware of sources for new grant opportunities.
10. Continue initiatives to improve first responder response rates and number of volunteers
11. Continue with a long-term capital improvement plan
12. Continue with the consideration of additional recreational needs, e.g. an additional ball field and a skating rink
13. On-going educational opportunities for new Boards/Committees
14. Communications and outreach: multi-Media outreach efforts and taxpayer/residents surveys
15. Affordable/Senior housing
16. Etc.

#### Intermediate-Long Term Goals

1. Full-time police person – Selectpersons Robert MacFarland and Donna Mills-Stevens
2. Business Personal Property Tax Policy review: perhaps setting a minimum valuation below which taxes would not be assessed – Selectperson Neil Farrington
3. Updating the China Comprehensive Plan – Selectperson Irene L. Belanger

There was one item mentioned on the lists from previous years that has become currently irrelevant; the town has agreed to ban recreational marijuana and consequently does not have to deal with it. Additional modifications to the list will be forthcoming as the Board decides.

Adjourn: The Chair closed the strategic planning session at 6:59 p.m.

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## Select Board Meeting

Monday – 11/27/2017 – Town Office Meeting Room

7:00 P.M.

**Agenda – Welcome, Agenda Review** (Chair) Adoption of Roberts Rules of Order as the governing guidance document for the conduct of SB meetings.

The Chair opened the meeting and welcomed all in attendance at 7:00 p.m. Board members present were Irene L. Belanger, Jeffrey LaVerdiere, Donna Mills-Stevens, Neil Farrington, and Robert McFarland. Others present were Elwood Stevens, Jamie Pitney, H. David Cotta, Thomas R. Richards, Paul Lucas, Mark Davis, Wayne Chadwick, Tim Theriault, Linda (Lynne) O'Connor, Larry Sikora, Bill Van Wickler, Ronald R. Breton, Jim Hart, Fred Glidden, Ed Brownell, Richard Morse, David Herard, Ed Brownell, Mary Grow and the Town Manager. All present recited the Pledge of Allegiance to the American Flag.

On a motion by Selectperson Neil Farrington and a second by Selectperson Irene L. Belanger, the Board voted 5-0 to adopt Roberts Rules of Order as the governing guidance document for the conduct of SB meetings.

## Minutes

On a motion by Selectperson Neil Farrington and a second by Selectperson Irene L. Belanger, the Board voted 5-0 to accept the minutes of the 11/13/2017 Select Board meeting as presented.

On a motion by Selectperson Neil Farrington and a second by Jeffrey R. LaVerdiere, the Board voted 5-0 to accept and sign China Payroll Warrant #28 for \$24,155.66 as presented. On a motion by Selectperson Irene L. Belanger and a second by Selectperson Jeffrey R. LaVerdiere, the Board voted 5-0 to accept and sign Town Payables Warrant #29 for \$38,223.50 as presented.

## Unfinished Business:

- **Transfer Station Co-Coordinator's Conversation and Organization/Other Reports:** There were not any updates presented at this meeting.
- **Emergency Services – Stipend Submittals and LD #150, Municipal Appropriations-Disbursements:** A good amount of time was devoted to conversations with emergency services chiefs about two items; one, ways to report eligible activities for stipends and how often to submit those reports to be able to receive stipends for the activities and two, how town appropriations for respective departments would be processed.

Emergency services groups have devised a form acceptable to the Sb to apply twice a year for the annual stipends voters funded at the March 2017 Annual Town Business Meeting. The application submittal dates are to be around December 1 and June 30 of a budget fiscal year. In the stipend arrangement officers will receive fixed amounts and, along with others, will receive funds for per-call and other eligible activities associated with the vocation.

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Traditionally the town has kept emergency services' appropriations and paid bills/invoices as each department submitted bills/invoices to the town office for payment. In the current year two changes could affect this tradition. On the State level, the Maine Legislature enacted LD150, proposed by Representative (and also CVVFD Fire Chief) Timothy Theriault that would allow municipalities to pay the lump sum voter approved appropriation to departments and let each department pay its own bills/invoices. In LD150, departments are obligated to itemize their appropriation requests.

Locally, in November 2017 voters approved a referendum question requiring all non-profits receiving town funds to submit current financial statements as a condition of application for funds and also as a condition of disbursing those funds. Emergency services departments are considered non-profits and would be subject to these requirements. In this meeting there were discussions about what would be acceptable as a financial statement reporting. The Board seemed to agree on the goal of wanting to provide the accountability required by auditors and by them as representatives of taxpayers. There was not any conclusion on what might need to be submitted as financial statements though a draft form would be sent to Board members and emergency services officers for review.

**Tax Increment Financing Project Financing/Bonding Consideration – Chair Robert MacFarland:** The Chair, Robert MacFarland suggested that the Board might consider financing of TIF recommended economic development projects through bonding if the various aggregate project financial needs exceeded the financial resources over a given period of time. In this manner, projects would not have to be delayed and the bond payments plus interest would be financed through the annual TIF Development Program financial receipts. The Board will consider bonding options as circumstances develop in the Program.

## **New Business:**

- **Public Comment:** Ronald R. Breton made comments about a recent “open house” at Thurston Park, noting that he believed there were not any people from the TPII Committee or from China represented at the open house and he questioned whether or not the amounts of money spent on Thurston Park initiatives is worth the investments.
- **Policies and Procedures:** The Board will continually review policies and procedures with the intent of updating any and all that need attention.
- **CRLA – Jim Hart:** China Region Lake Alliance President James Hart made a brief presentation to the Board and audience on the work CRLA has been sponsoring around China Lake, including the number of projects requiring physical labor to provide buffers, improve gravel roads, and best management practices to control run-off into China Lake. Jim provided cost estimates for the CBI and YCC annual initiatives for the most recent summer season. He went on to note the CRLA's support for the Alewife Restoration Program (ARI) and the courtesy boat inspection program aimed at preventing milfoil and other invasive species from getting into the lake. Mr. Hart said that, this year, China Lake water quality was the best since 1981. He also asserted that there is not any milfoil in China Lake, though commented additionally that he feared it would only be a matter of time before milfoil, or other invasive species, enters the lake.

Mr. Hart provided the Board with a general picture of the proposed plan to remove some of the dams on the China Lake Outlet Stream in Vassalboro and also on the other dams what would have fish passages installed.

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- **Transfer Station Committee Presentation – Frank Soares, Chairperson:** it was agreed that the presentation would be at the next SB meeting on December 11, 2017 at 6:30 p.m. in the town office. The Board discussed the fees charged to the commercial haulers delivering household trash to the transfer station. Lynne O'Connor asked the Board not to take any action until after the Transfer Station Committee has deliberated on the subject with an intent to make a recommendation to the Board for action or not any action.
- **Appointment(s): Wayne Chadwick to the Budget Committee, District 3, Ronald R. Breton to the Tax Increment Financing Committee and as China Representative to the Kennebec Regional Development Authority (FirstPark):** On a motion by Selectperson Jeffrey R. LaVerdiere and a second by Selectperson Irene L. Belanger, the Board voted 5-0 to accept and sign appointment papers to appoint Ronald R. Breton to the TIF Committee and to be the town's representative to the Kennebec Regional Development Authority Board. On a motion by Selectperson Jeffrey R. LaVerdiere and a second by Selectperson Irene L. Belanger, the Board voted 5-0 to accept and sign appointment papers to appoint Wayne Chadwick to the Budget Committee representing District#3 in China. On a motion by Selectperson Donna Mills-Stevens and a second by Selectperson Irene L. Belanger, the Board voted 5-0 to appoint Neil Farrington to the County Budget Committee representing China.
- **"Welcome to China" Sign Repairs:** The Board intends to contact schools and other institutions to promote participation in an initiative to redesign the sign. It was agreed that the Board would have the ultimate decision on any change to the sign.
- **City of Waterville Contract for Dispatching Services for Emergency Services Groups:** On a motion by Selectperson Irene L. Belanger and a second by Selectperson Neil Farrington, the Board voted 5-0 to accept and sign the City of Waterville three-year dispatching contract renewal for emergency services as presented. The Town Manager noted that the contract price has increased by 3%, to \$11,701.83 annually, and will hold at that level for the three years of the new contract. The town continues to accept the City of Waterville contract over the significantly less expensive offer from the Central Maine Regional Communications Center in Augusta. The emergency services groups in China supports the City of Waterville contract.

## **Manager's Communications (Non-Action Items):**

- **Committees – Meetings Announcements/Updates: TIF Committee, China for a Lifetime, Transfer Station, Forestry Committee, RLF Sub-Committee, Broadband Committee, Other:** The respective dates, times, and places of the meetings were announced.
- **TIF Information/Conversations:** The Board agreed to have this item on the agenda for continued conversation and clarification. Frequently a member of the TIF Committee will provide the Board with an update on a certain initiative that has been approved by the Board.
- **Strategic Planning Session – Progress Report:** This appears on the agenda for potential discussion as projects in the planning process mature and other Board priorities gain traction.
- **Foreclosed Upon Property 619 PVR:** The Board directed the Town Manager to proceed with the eviction process as voted on by the immediately preceding SB. The Town manager noted that the occupant could be homeless when evicted. Selectperson Donna Mills-Stevens noted that she knew the occupant has an income and that enough advance notices have been delivered. On a motion by Selectperson Jeffrey

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R. LaVerdiere and a second by Selectperson Donna Mills-Stevens, the Board voted to proceed with the eviction process as soon as possible.

- **Highway Garage and Heating Sources:** The Town Manager was asked to obtain quotes to move the furnace and propane equipment from the garage at the town office to the town PW garage on Alder Park Road. These quotes could be compared to the cost of purchasing and installing a new furnace that might be more efficient and so forth.
- **2018-2019 Municipal Budget Presentation of First Draft:** The Town manager noted that the first draft of the 2018-2019 municipal budget would be presented to the Board at some point in December of 2017. He went on to note that the SB traditionally passes the budget SB recommendations to the Budget Committee by the end of January of 2018.

In other business:

The Board agreed to hold their next meeting at 8:00 a.m. on Wednesday, December 27, 2017 at the town office.

The Town Manager noted that the HHW Day cost the town \$1,266.56 of the \$1800 appropriated for this event. He went on to note that there 30 units processed for China participants, a unit equivalent to a 5-gallon pail quantity.

On a motion by Selectperson Irene L. Belanger and a second by Selectperson Jeffrey R. LaVerdiere, the Board voted 5-0 to direct the Town Manager to make the changes to the China Appeals Board Ordinance, Section 1, that were changed by the voters at the May 31, 1991 Annual Town (Business) Meeting. The wording would read:

## CHAPTER 9. APPEALS

### SECTION 1. BOARD OF APPEALS

Board of Appeals: There is hereby created a Board of Appeals, which Board shall function as provided by Title 30-A, M.R.S.A., Section 2691. This Board consists of seven members appointed by the Board of Selectmen, with a quorum to be five members. The chairman and secretary are elected by members of this Board. The function of the Board of Appeals is to hear appeals from any decision or failure to act by the Code Enforcement Officer, Plumbing Inspector, or Planning Board with regard to this Land Development Code and to review and take action on variances.

On a motion by Neil Farrington and a second by Selectperson Donna Mills-Stevens, the Board voted 5-0 to adjourn at 9:22 p.m.

Respectfully submitted,

  
Irene L. Belanger, Secretary  
China Select Board