

**MINUTES
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.**

Item 1. Call to Order. Chairman Donovan called the regular meeting of the Scarborough Town Council to order at 7:10 p.m. [Workshop prior to Town Council meeting ran late.]

Item 2. Pledge of Allegiance.

Item 3. Roll Call. Roll was called by Yolande P. Justice, Town Clerk. Thomas J. Hall, Town Manager was also present.

Shawn A. Babine, Vice-Chair	Katherine A. St. Clair [Absent]
Robert W. Rowan [Arrived Late]	Peter F. Hayes
Jean-Marie Caterina	Christopher J. Caiazzo
William J. Donovan, Chairman	

Item 4. General Public Comments.

- Councilor Caterina read the following email into the record from Marjorie DeSanctis:
“I have read the resolution for education funding and strongly support the actions of the Scarborough Town Council. The people of Maine voted for a 55% funding of education several years ago and the State had not fulfilled its obligation to meet the percentage. The State has instead decreased funding since that time. The people of Scarborough and in fact any town in Maine deserves to have their funding restored to avoid further reduction of services or increase to their taxes. Thank you.”

Item 5. Minutes: February 3, 2016 – Regular Meeting. Motion by Councilor Babine, seconded by Councilor Caterina, to move approval of the minutes of the February 3, 2016, regular Town Council meeting.

Vote: 5 Yeas.

Item 6. Adjustment to the Agenda. If there were no objects from the Town Council, Chairman Donovan asked if Resolution 16-003 could be moved to after Order No. 16-014. There no objections to this request.

Item 7. Items to be signed: a. Treasurer’s Warrants. Treasurer’s Warrants were signed during the meeting.

Resolution 16-002. Act on the request to approve Resolution 16-002, Encouraging Healthy Habits for Adults in Scarborough, Maine. Carol Rancourt, an employee with Southern Maine Area on Aging, spoke on this order. She acknowledged the following volunteers: Peggy York, Dory Schulberger, Sharon Roberts, Jean MacDonald, Sharon Schulberger, CATCH Program Coordinator and Marlese Montgomery of Anthem Blue Cross and Blue Shield. The volunteers handed out gifts to the Town Council and thanked them for the resolution. Individuals wanting to find out more on this program can contact the Southern Maine Area on Aging at 207-396-6500 or on the website at www.smaa.org.

Marlese Montgomery, Manager of Public Relations at Blue Cross and Blue Shield. She too gave an overview on the program, noting that this program started out with children and then moved on to adults.

Motion by Councilor Babine, seconded by Councilor Caterina, to move approval on the request to approve Resolution 16-002, Encouraging Healthy Habits for Adults in Scarborough, Maine, as follows:

Resolution 16-002

**Proclamation to Encourage Healthy Habits for
Adults in Scarborough, Maine**

BE IT RESOLVED by the Council of the Town of Scarborough, Maine, in Town Council assembled that,

WHEREAS, February, 2016 is National Heart Month, and,

WHEREAS, obesity has become a rampant problem in our society, with over 62% of adults considered overweight or obese in Cumberland County, including Scarborough; and,

WHEREAS, adults who are overweight or obese have a much higher incidence of chronic health conditions such as heart attacks, diabetes and some cancers; and,

WHEREAS, increases in overweight and obesity conditions are stressing our health care system; and,

WHEREAS, research has shown that adults can achieve a healthier lifestyle and avoid obesity once they learn about nutrition and the benefits of staying active and are encouraged to take action; and,

WHEREAS, OASIS Healthy Habits for Adults is developed from an evidence-based, intergenerational program called OASIS CATCH Healthy Habits and connects peer volunteers, age 50-plus, with older adults to encourage healthier eating and increase physical activity; and,

WHEREAS, the SOUTHERN MAINE AGENCY ON AGING is hosting the OASIS Healthy Habits for Adults program here in Scarborough with the support of Anthem Blue Cross and Blue Shield Foundation; and,

WHEREAS, in 12 cities across the country, over 7,755 older adults nationally, including over 415 adults in the Scarborough area, have improved their diets, become more active, and shared their healthy habits with friends and family members as a result of the program; and,

WHEREAS, OASIS Healthy Habits for Adults is a model program that demonstrates that anyone, at any age, can improve their health and reduce the risks associated with obesity through good nutrition, increased physical activity and wellness education.

NOW, THEREFORE, BE IT RESOLVED, that the Scarborough Town Council does hereby proclaim Wednesday, February 17, 2016, as OASIS HEALTHY HABITS for ADULTS DAY in SCARBOROUGH and congratulates OASIS, Anthem Blue Cross and Blue Shield Foundation, Southern Maine Area Agency on Aging and their volunteers for their innovation and commitment to making a positive and long-lasting difference in the lives of our citizens.

Signed and sealed this the 17th day of February 2016, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine. Signed by Chairman Donovan and attested by the Town Clerk.

Vote: 5 Yeas.

Councilor Rowan arrived during the reading on Order No. 16-013.

Order No. 16-013. Act on the request to adopt the Town of Scarborough Social Media Policy, as recommended by the Rules and Policies Committee. Motion by Councilor Babine, seconded by Councilor Hayes to move approval to adopt the Town of Scarborough Social Media Policy, as recommended by the Rules and Policies Committee, as follows:

Town of Scarborough
Social Media Policy
[Adopted February 2016]

PURPOSE

The Town Of Scarborough strives to provide, taxpayers, residents, businesses and the public with accurate and timely information, communicated in a professional manner and in accordance with the laws regarding public access. The Town Of Scarborough has several objectives when doing so:

- To effectively inform citizens businesses about the Town Of Scarborough
- To demonstrate, underscore and clarify the role of the Town Of Scarborough, the administration and elected and appointed officials and their profound importance in managing a community.
- To demonstrate the vital services that Scarborough provides.

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town of Scarborough and its departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate.

Social media includes sites such as Facebook, Twitter, YouTube and others. The Town recognizes that taxpayers, residents, businesses and the general public increasingly gather information through these and other electronic sites, sometimes to the exclusion of traditional media. It is necessary to use these tools to communicate effectively and fully.

The Town of Scarborough recognizes that the instantaneous, yet permanent, nature of these electronic tools can pose risk without effective controls. A starting point for discussion is that information and statements posted on websites and through social media reflect directly on the Town Of Scarborough and require great care. In recognition of these needs, the Town will post to its Facebook page in the Facebook member category listed as non-interactive, business/non-profit page on which the Town will limit outside posts. The exception will be the Police Department's social media presence as two-way communication serves a vital purpose in serving the community.

The Town of Scarborough has an overriding interest and expectation in deciding what is "spoken" on behalf of the Town on social media sites. This policy establishes guidelines for the use of social media.

GENERAL

1. All Town of Scarborough social media sites posted by executive departments will be subject to approval by the Town Manager.

2. The Town of Scarborough's official website (<http://www.scarboroughmaine.org>) will remain the Town's primary and predominant internet presence and social media involvement serves to direct attention to the website.
3. The best, most appropriate Town of Scarborough uses of social media tools fall generally into two categories:
 - o As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - o As marketing/promotional channels which increase the Town's ability to broadcast its messages to the widest possible audience.
4. Wherever possible, content posted to Town of Scarborough's social media sites will also be available on the Town's official website.
5. Wherever possible, content posted to Town of Scarborough social media sites should contain links directing users back to the Town's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Town.
6. As is the case for website, departmental public information staff will be responsible for the content and upkeep of any social media sites their department may create.
7. This guideline does not usurp or replace existing policies or guidelines relating to computer usage. Wherever possible, all Town of Scarborough social media sites shall comply with all appropriate and applicable Town of Scarborough policies and standards, including but not limited to:
 - a) Employee Handbook
 - b) Personnel Ordinance, Chapter 303
 - c) Computer and Internet Acceptable Use Policy
8. Town of Scarborough social media sites shall comply with State of Maine Ethics and Elections code and administrative rules.
9. Town of Scarborough social media sites are subject to State of Maine Freedom Of Information Act requirements. Any content maintained in a social media format that is related to Town business is a public record. All requests for public records request for public records on social media shall be referred to the Public Information Officer; however the Department responsible for maintaining any social media site is responsible for maintaining public records shall maintain such public records in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the Public Information Officer.
10. State of Maine records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the Department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a Town server in a format that preserves the integrity of the original record and is easily accessible.
11. Though most social media presence will be designed around one-way communication from the Town, the Police Department Facebook page will be open to allow for communication with the public. When interaction with the public is allowed, users and visitors to social media sites

shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the Town and members of the public. In these circumstances, the general rules of decorum shall apply and all participants shall strive to be accurate in their statements and avoid making personal, rude or provocative remarks.

Specifically, Town of Scarborough social media site articles and comments containing any of the following forms of content shall not be allowed:

- a) Comments intended or perceived as bullying;
- b) Comments not topically related to the particular social medium article being commented upon;
- c) Comments in support of or opposition to political campaigns or ballot measures;
- d) Profane language or content;
- e) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- f) Sexual content or links to sexual content;
- g) Solicitations of commerce;
- h) Conduct or encouragement of illegal activity;
- i) Information that may tend to compromise the safety or security of the public or public systems; or
- j) Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

The Town reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

12. The Town will approach the use of social media tools as consistently as possible, enterprise wide.

13. For each social media tool approved for use by the Town the following documentation will be developed and adopted:

- o Operational and use guidelines
- o Standards and processes for managing accounts on social media sites
- o Town and departmental branding standards
- o Enterprise-wide design standards
- o Standards for the administration of social media sites

Vote: 6 Yeas.

Order No. 16-014. Act on the annual "Seasonal Road Posting" for weight restrictions, if necessary, from February 25th to May 15th. Motion by Councilor Babine, seconded by Councilor Caterina, to move approval on the annual "Seasonal Road Posting" for weight restrictions, if necessary, from February 25th to May 15th, as follows:

Town of Scarborough
POSTED ROADS
2016

The following roads will be posted through Friday, May 15, 2016 or until posting is lifted by the Scarborough Public Works Dept.

Access to posted roads may be granted as weather permits.
Road conditions are evaluated on a daily basis during this time period.

To check on a road's status: Call 730-4400 & **Press 2**
Any Day of the Week AFTER 6:00 a.m.

Ash Swamp Road	
Bridges Drive	
Burnham Road	
Chamberlain Road	
Commerce Drive	
Coulthard Farms Road	
Dresser Road	
Fogg Road	
Hanson Road	
Hearn Road	
Hidden Creek Drive	
Highland Avenue	Chamberlain Rd to So. Portland Line
Holmes Road	Beech Ridge Speedway to Saco Line
Jasper Street	
Jones Creek Drive	
King Street	
Kylie Avenue	
Landmark Road	
Longmeadow Road	
Milliken Mills Road	
Mitchell Hill Road	
Ocean Avenue	
Old Blue Point Road	
Pine Ledge Road	
Ross Road	
Sawyer Road	
Seaveys Landing Road	
Tamarack Lane	
Tapley Road	
Tenney Lane	
Two Rod Road	Payne Road to Holmes Road
Woodfield Drive	

Vote: 6 Yeas.

Resolution 16-003. Act on the request to approve Resolution 16-003, urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA). Motion by Councilor Babine, seconded by Councilor Rowan, to move approval on the request to approve Resolution 16-003, urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA), as requested:

Resolution 16-003

Urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA)

BE IT RESOLVED, by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that,

WHEREAS, the State of Maine is required by law to fund public education at 55% of its cost but has consistently failed to do so; and,

WHEREAS, State education funding for the Town of Scarborough has shrunk over the last 8 years by \$1.9 million dollars; and,

WHEREAS, the most significant cause of the loss in revenue has been the failure of the State to fund education at a pace with the growth in state-wide school costs; and,

WHEREAS, the consequence of this underfunding is to shift the tax burden to property taxpayers; and,

WHEREAS, the State's preliminary projection of State education funding for Scarborough in the 2016-2017 budget year is a further reduction in funding of \$1.6 million dollars, the second largest reduction of any municipality in the State; and,

WHEREAS, the State Legislature is contemplating an increase in school funding which could significantly benefit Scarborough.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Council in Town Council assembled as follows:

THAT, it is of critical importance that the Legislature pass a substantial supplemental appropriation for education (GPA) so as to avoid further reductions in municipal services and further increases in property taxes; and,

THAT, the Town Council urges our local legislative delegation to support and promote such an increase.

Signed and dated this 17th day of February 2016, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine. Signed by Chairman Donovan and attested by the Town Clerk.

Vote: 6 Yeas.

Item 8. Non Action Items. None at this time.

Item 9. Standing and Special Committee Reports and Liaison Reports.

- Councilor Caiazzo gave an update on the workshop presentation from the Energy Committee on Composting Report. He also gave an update on the School Department. He then commented on the joint workshops that are being held between the Town and the School.

- Councilor Babine gave an update on the Finance Committee meetings and the website that would have budget information on both the Town and the School. He then gave an update on the Finance Committee meeting that had been held on February 10th noting that the Committee held discussion around whether an RFP for Legal Services would be necessary and it was determined that it would not be. He would be attending the SEDCO and ecomaine meetings in the coming week.
- Councilor Caterina gave an update on the Long Range Planning Committee meeting. She pointed out that the School Board would be meeting with Scarborough's Legislative Delegation on Thursday, February 25th.
- Chairman Donovan gave an update on the Vision Committee meeting. He too had attended the joint Finance Committee meeting. He went on to mention the Energy Committee's report that had been presented to the Town Council prior to the meeting this evening.

Item 10. Town Manager Report. Thomas J. Hall, Town Manager, gave the following updates:

- The Long Range Facility Plan has been reviewed by staff and the Committee and would be presented to the Town Council at its next meeting.
- He addressed the Chamber at their Annual Meeting and he would be addressing the Kiwanis Club this Friday.
- He had been working on evaluation for all senior staff.
- Staff is in full budget mode.
- Winterfest was held on Monday, February 15th.
- Councilor St. Clair asked that I mentioned that she has been unexpectedly delayed in the hospital and does not have access to her computer and is unable to respond to emails --- she will as soon as she is able to access the computer.

Item 11. Council Member Comments.

- Councilor Babine mentioned Kindness Week and would be brief this evening. Thanks to those who mentioned that I had an item on Maine's Unclaimed Property.
- Councilor Rowan apologized for being delayed this evening and appreciated that the Resolve on the Educate subsidy was held last so that he could present it. He thanked those who left a gift at the table this week in honor of Kindness Week.
- Councilor Caterina also mentioned Kindness Week.
- Councilor Caiazzo mentioned the workshop on the 25th between the school board and the legislative delegation. He then commented on the State funding situation and the focus should be on the funding and the action by the Government.
- Councilor Hayes also commented on the Kindness Week.
- Chairman Donovan also commented on the School Funding and minimal receiver towns and felt that Scarborough is heading in that direction. He mentioned councilor communications and the dialogue that has been happening – everyone seems to be respectfully of one another

Item 12. Adjournment. Motion by Councilor Babine, seconded by Councilor Caterina, to move approval to adjourn the regular meeting of the Scarborough Town Council.

Vote: 6 Yeas.

Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Yolande P. Justice, Town Clerk