



# Sanford Town Council

Town Council Meeting Minutes – January 2, 2008

The Sanford Town Council met at 7:00 p.m. in the Chambers of the Sanford Town Hall Annex on Wednesday, January 2, 2008. Those present were: **COUNCILORS:** Councilor Anne-Marie Mastraccio, Councilor Joseph Hanslip, Councilor Maura Herlihy, Councilor Gordon N. Paul, Councilor Bradford J. Littlefield, Councilor Kevin J. Chabot, and Councilor Alan Walsh. **TOWN MANAGER:** Mark Green. **TOWN STAFF:** Director of Public Works & Town Engineer Charlie Andreson, Assistant Town Engineer Mike Casserly, Fire Chief Ray Parent, Police Chief Thomas Connolly, Major Craig Sanford, Town Clerk / Tax Collector Claire Morrison.

Town Manager Green called the meeting to order at 7:58pm.

The session began with the Pledge of Allegiance followed by a moment of silence.

**Roll Call:** Town Manager Green performs the Council Roll Call: Councilor Walsh, present; Councilor Chabot, present; Council Littlefield, present; Councilor Paul, present; Councilor Herlihy, present; Councilor Hanslip, present; Councilor Mastraccio, present; Town Manager, Green, present; Executive Assistant, Sherry Lord, present.

Swearing-in of new members of the Council (Bradford J. Littlefield, Kevin J. Chabot)  
(Claire E. Morrison, Town Clerk / Tax Collector)

◆ **Elect Chairperson of the Council for 2008**  
(Mark Green, Town Manager)

Town Manager Green opens the floor for nominations. Councilor Mastraccio moved to nominate Joseph Hanslip as the Chairperson for 2008, seconded by Councilor Herlihy. Town Manager Green asked if there were any other nominations. There were not. The Nominations were closed. The nomination for Joseph Hanslip is on the floor; the Town Council voted 7-0 to nominate Joseph Hanslip as Chairperson for the 2008 Town Council.

## **New Chairperson Assumes Duties**

◆ **Elect Vice-Chairperson of the Council for 2008**

Chairman Hanslip opened the nominations for the Vice Chairperson for the 2008 Town Council. Councilor Mastraccio nominated Maura Herlihy for Vice Chairperson, seconded by Councilor Chabot. The Town Council voted on the nomination 7-0 in favor of Maura Herlihy for Vice Chairperson for the 2008 Town Council.

## **Minutes**

Regular Meeting – December 18, 2007; Councilor Paul moved to approve, seconded by Councilor Mastraccio. The Town Council voted 7-0 to approve.

## **Chairman's Reports/Town Council Sub-Committee Reports**

- Councilor Littlefield mentioned the recycling committee will be meeting to continue talks tomorrow.
- Councilor Mastraccio reminded everyone that the commissioner of education will be in Sanford to discuss the consolidation between Sanford and Acton Schools.

## **Town Manager's Report**

- Town Manager Green congratulated Mike Casserly for getting his professional engineering license.
- Director of Public Works Charlie Andreson talked about a shortage of road salt. Charlie urged everyone to be extra cautious on the roads. He explained the public works department will go back to using straight sand for the time being.

## **Communications**

## **Public Hearings**

## **Public Participation**

## **Old Business**

07-177.06 The Town Council hereby ordains amendments to the proposed Traffic Impact Fee Ordinance. (This item must be read on two separate days, this is the second reading). Vice-Chair Herlihy moved to discuss, seconded by Councilor Chabot. Charlie Andreson explained that he reviewed the legal changes that were made by the attorney. Councilor Littlefield moved to approve, seconded by Vice-Chair Herlihy. The Town Council voted 7-0 to approve.

07-178.07 The Town Council hereby ordains amendments to the proposed changes to the Zoning Ordinance for the Town of Sanford, last revised December 19, 2006: (This item must be read on two separate days, this is the second reading). Councilor Littlefield moved to discuss, seconded by Councilor Mastraccio. Councilor Mastraccio would like to see the complete ordinance in the backup so it can be fully understood. Councilor Walsh recommends the Ordinance gets sent back to the sub-committee for clarification, seconded by Councilor Mastraccio. The Town Council voted 7-0 to approve.

- a. To add the following under section 2.2 – Definitions: Drive-up window, drive-up, or drive-through: a portion of a business or a structure which allows the distribution of a product (s) through an access point to serve client(s) in motor vehicle(s).
- b. To amend section 11.15 – Table of Land Uses Subsection VI.5a.: add SB, UB, & DB as zones which allow “financial institutions with a drive-through as a use permitted only with the issuance of a conditional use (CU) permit.

- c. To add the following to Section 15.4.2 – Curb Cut Limitations: Drive-up window, drive-up, or drive-through when permitted as a use/or conditional use will be designed such that there will be no direct access (either entrance or exit) to streets listed in Section 15.3(note that Section 15.3 lists Routes 4, 109, 202, 11A, and 224).

### **New Business**

- 08-01.01 Ordered, to accept Payeur Circle, Sanford as a Town owned and maintained road. Councilor Walsh moved to discuss, seconded by Councilor Mastraccio. Councilor Walsh asked if the road met all Town specs. Director of Public Works Charlie Andreson confirmed that the road did meet all specs. Councilor Walsh moved to approve, seconded by Councilor Mastraccio. The Town Council voted 7-0 to approve.
- 08-02.02 Ordered, to accept a one year contract for Police uniforms and equipment from Neptune Uniforms and Equipment, Haverhill, MA. in the amount of \$3,336.70. Councilor Paul moved to approve, seconded by Councilor Chabot. The Town Council voted 7-0 to approve.
- 08-03.03 Ordered, to make appointments to various Town Boards and Committees as recommended by the Council Appointments Sub-Committee. Chairman Hanslip read the appointments. Councilor Mastraccio moved to approve the appointments as recommended by the Council Appointments Sub-Committee, seconded by Vice-Chair Herlihy. The Town Council voted 5-1-1 (Councilor Chabot abstained, Councilor Littlefield opposed).
- 08-04.04 Ordered, to appoint Council Representatives to the Finance Committee and the Capital Improvement Committee. Councilor Mastraccio moved to appoint Vice-Chair Herlihy to the Finance Committee, seconded by Councilor Chabot. The Town Council voted 7-0 to approve. Vice-Chair Herlihy moved to appoint Councilor Mastraccio to the Capital Improvement Committee, seconded by Councilor Chabot. The Town Council voted 7-0 to approve.
- 08-05.05 Ordered, to approve the Town Council Rules of Procedure for 2008. Councilor Paul moved to approve, seconded by Councilor Mastraccio. Councilor Mastraccio would like the Sub-Committee to review the Rules of Procedure because they have not been looked at in a long time. Vice-Chair Herlihy recommends amendments to the Town Council Sub-Committee list to add a Budget Sub-Committee, seconded by Councilor Mastraccio. Councilor Littlefield is opposed to having a budget sub-committee; he feels it is the Town Manager's budget. The Town Council voted 6-1 to approve adding a budget sub-committee (Councilor Littlefield opposed). The Town Council voted 6-1 (Councilor Littlefield opposed) to approve the Rules of Procedure for 2008 and to send them to the sub-committee for review.
- 08-06.06 Ordered, to approve and sign the Code of Conduct for 2008. Vice-Chair Herlihy moved to approve as written, with Sub-Committee review within two months, seconded by Councilor Walsh. The Town Council voted 7-0 to approve.

## **Council Member Comments**

Councilor Walsh: No Comment

Councilor Chabot: No Comment

Councilor Littlefield: No Comment

Councilor Paul: Thanked Councilor Mastraccio for her service as Chairperson for the last two years.

Councilor Herlihy: Thanked Councilor Mastraccio for her service. Reminded business owners that they are responsible for the snow on their sidewalks and that it is illegal to plow snow onto sidewalks.

Vice-Chairperson Hanslip: Thanked Councilor Mastraccio. He asked all Council members to review the Sub-Committee Assignments and send him an e-mail requesting any changes.

Chairperson Mastraccio: No Comment

## **Future Agenda Items**

Councilor Walsh- Ad Hoc Committee: Property Tax Committee and Self Insured  
Chairman Hanslip – Video Poker Machines

## **Adjournment**

Councilor Herlihy moved to adjourn at 8:58 pm.

Respectfully Submitted,  
Sherry Lord  
Executive Assistant to the Town Manager