

**Minutes of the Waterboro Board of Selectmen Meeting
February 25, 2020 at Waterboro Town Hall**

5:00 p.m. – Executive Session - 6:00 p.m. - Regular Meeting

EXECUTIVE SESSION – pursuant to 1 M. R. S. A §405 (6)(C), to discuss possible land acquisition ideas.

Ted Doyle made a motion to enter into executive session at 5:01 p.m. Tim Neill seconded. The motion passed 4-0 (Littlefield arrived at 5:10 p.m.)

Ted Doyle made a motion to come out of executive session at 5:31 p.m. Tim Neill seconded. The motion passed 5-0.

PRESENT FOR REGULAR MEETING: Selectmen Dennis Abbott, Tim Neill, Dwayne Woodsome, Ted Doyle and Gordon Littlefield. Also in attendance were Gary Lamb, Jim Southworth, Dave Benton, Julie Giles, Glenn Charette, Angela Theriault, Lori Anthony and Doug Foglio Jr.

1. PLEDGE OF ALLEGIANCE

Chairman Abbott opened the meeting at 6:00 p.m. with the Pledge of Allegiance.

2. PUBLIC HEARINGS

3. ANNOUNCEMENTS

4. ADDITIONS OR DELETIONS TO AGENDA

5. APPOINTMENT

6. PUBLIC COMMENTS

7. CORRESPONDENCE

- a. Treasurer's reports**

8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports**

Tim Neill thanked the Budget Committee for the great job they did on the budget.

- b. Town Administrator Gary Lamb's report**

Town Administrator Gary Lamb's report was delivered as follows:

- **Community Center Steering Committee update** - The committee will meet Monday March 2nd with Scott Simons Architects to review their concept design work to date for

a possible new community center. The meeting will also be to finish planning for an open public forum on Monday, March 23rd at Massabesic East, the old Junior High next to our High School on West Road. The purpose of the meeting is to show the public our initial concept designs and to answer questions and gather ideas from the public.

- **Town Hall painting project** - Hallway and some office painting has been completed. New cove base molding was completed yesterday.
- **Friendship Park** - deed work is progressing with surveyor Charlie Brown assisting.
- **Staff vacancy update** - **The** transfer station job notice was posted and applications will close 5:00 p.m. Wednesday, March 11th. I will get Sherry's notice posted later this week. We hired another part-time employee at the Transfer Station ...Sean Adams who is working out well so far.
- **Transfer station lighting project** - **The** new pole near the entrance gate was set today by the contractor. Other fixture work is in process with Normand's Electric.
- **Ledgeview Lane acceptance request status** - Town Planner Lee Jay Feldman has reviewed the SD plans and spoken with developer Bruce Lewis on some monumentation issues. Our own civil engineer from Civil Consultants will review submitted data and write a letter to Selectmen stating whether or not the road is ready for town acceptance. We hoped to have this ready for the March 10th meeting but it will probably be March 24th.
- **Budget Committee update** - The Budget Committee completed its budget recommendations to Selectmen at its Tuesday, February 18th meeting. Now the Board of Selectmen can schedule any workshops they desire with the Budget Committee.
- **November 3, 2020 election location update** - The RSU #57 School Board has approved their calendar to include a remote learning day for students on this November election day. Consequently, the Town will be able to conduct our election at Massabesic East without students present there. I am meeting with Superintendent and Business Manager tomorrow to discuss their desired security for the day.
- **Presidential Primary day schedule** - This March 3rd election is at Town Hall. Our front office services will be open as usual at 11:00 a.m., but will be closing at 3:00 p.m. so Sharon and Georgia can help run the polls for a possible evening voter rush. Recreation and FUNergy kids will be meeting offsite that day. All other town hall offices will remain open as usual until 7:00 p.m. that day.
- **LED sign update** - **Selectmen** and staff viewed an LED sign demo trailer on February 11th. Staff then settled on a 10 mm pixel resolution in the bid package that was mailed to four area sign companies and advertised locally and on MMA and town websites. Bids are due into Town Hall by 9:00 a.m. Friday, March 13th.
- **March 3, 2020 Election** – Voting will be here at Town Hall. Absentee ballots are available until Friday, February 27, 2020. Additional parking spaces have been prepared for parking.

Dwayne Woodsome commented that the sign ordinance needs to be addressed for possible amendments. The present ordinance prohibits blinking signs.

9. NEW BUSINESS

- a. Discussion/possible vote on Snowmobile Club's request to place an equipment storage building behind the current clubhouse.

Tim Neill made a motion to approve the Snowmobile Club's request to place an equipment storage building behind the current clubhouse contingent upon meeting code requirements. Ted Doyle seconded. The motion passed 5-0.

- b. Discuss/vote to approve 2018 and 2019 tax abatements for Map 003, Lot 16-006.**

Ted Doyle made a motion to approve 2018 and 2019 tax abatements for Map 003, Lot 16-006 as presented. Gordon Littlefield seconded. The motion passed 5-0.

- c. Discussion/vote to approve an Administrative Consent Agreement with Fomez Development, LLC.**

Glenn Charette explained what had transpired in permitting the subdivision and that a recently created lot was mistakenly not considered part of the subdivision. In order to correct this oversight, an Administrative Consent Agreement needs to be executed.

Tim Neill made a motion to approve an Administrative Consent Agreement with Fomez Development, LLC. Ted Doyle seconded. The motion passed 5-0.

- d. Discussion on death benefits for someone who passes away while employed by the Town.**

Gordon Littlefield commented that he would like to see some sort of death benefit paid to the family when an employee dies who is still working for the Town. This will be discussed once different options are investigated.

- e. Discussion on pending Board and Committee applications.**

The Board of Selectmen was presented with a list of the Boards and Committees containing its members and number of vacancies. Dennis Abbott outlined the status of each and encouraged residents to fill the vacancies.

- f. Discussion and set workshop dates to meet with the Budget Committee.**

The Board of Selectmen set March 10th from 5-7 to hold a budget workshop with the regular meeting beginning at 7:00 p.m. They will also tentatively hold workshops on March 17th, March 24th and if needed March 31st.

10. OLD BUSINESS

- a. Discuss dedication ideas for the July 1, 2018 to June 30, 2019 Annual Town Report.**

The Board of Selectmen was given a list of those who had passed away. This will be discussed at the March 10th meeting with the Selectmen bringing forward their ideas.

Dwayne Woodsome mentioned David Johnson.

11. OTHER

- a. Discuss /vote to approve the minutes of the February 11, 2020 regular meeting.

Tim Neill made a motion to approve the minutes of the February 11, 2020 regular meeting. Gordon Littlefield seconded. The motion passed 5-0.

12. PENDING DECISIONS

13. WEEK'S ACTION LIST

14. DISCUSSION OF AGENDA ITEMS

15. ITEMS NEEDING SIGNATURE

- a. Minutes of the February 11, 2020 regular meeting
- b. Tax Abatement Form
- c. Fomez Administrative Consent Agreement

16. ADJOURN

Dwayne Woodsome made a motion to adjourn the meeting. Gordon Littlefield seconded. The motion passed 5-0. The meeting adjourned at 6:39 p.m.

These minutes were approved by the Waterboro Board of Selectmen on March 10, 2020.

_____/s/
Dennis Abbott

_____/s/
Dwayne Woodsome

Gordon Littlefield

_____/s/
Tim Neill

_____/s/
Ted Doyle