

**Minutes of the Waterboro Board of Selectmen Meeting
May 12, 2020 at Waterboro Town Hall**

5:00 p.m. Regular Meeting

PRESENT FOR REGULAR MEETING: This meeting was held during the COVID-19 pandemic with Selectmen Dennis Abbott, Tim Neill, Ted Doyle and Dwayne Woodsome. Gordon Littlefield was absent. It was not open to the public, but available to watch live on the local cable channel and live streaming on the Town's website. Also in attendance were Gary Lamb, Julie Giles, Josh Andrews, Dave Benton and Dave Lowe. Social distancing was in place with all present sitting at least six feet apart.

1. PLEDGE OF ALLEGIANCE

Chairman Abbott opened the meeting at 5:00 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
- b. Motor Vehicle and Excise Tax reports

8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports

Dennis Abbott reported that he talked with Larry Malone and Colin Walsh from the School Department. They are projecting a \$3.7 million fund balance, down from \$5.4 million.

- b. Town Administrator Gary Lamb's report

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

As we work to open our Town and State while still safely addressing pandemic concerns, this memo is a departmental update of our opening ideas and summer activities that may or may not happen. As you will see, numerous items are still undecided so we must remain flexible as those details are worked out.

➤ **Town Hall**

1. We will open Town Hall **by-appointment-only** beginning Monday May 18th. Town hall front doors will be locked and citizens must call for an appointment. Each front lobby employee will keep their own calendar and as calls come in they will schedule folks accordingly....10-15 minutes for a simple registration or tax payment...but 45-60 minutes for the time consuming marriage licenses. In case people just show up here at town hall without an appointment, we will take them in if no one is on the schedule....but otherwise they wait in their car and their name gets put on the list for the next available time slot. There will be no lines inside or outside the building. Incoming citizens will be asked to wear masks unless for medical reasons they cannot.
2. Starting May 18th we will resume our usual hours with Tuesday hours being 11:00 a.m. to 7:00 p.m. Monday and Wednesday through Friday hours will be 9:00 a.m. to 5:00 p.m.
3. Plexiglass sheet protective screens have been installed at front lobby work stations. Staff will be wiping down our outside doors and front lobby counters more frequently once we open for appointments.
4. Code enforcement customers will also be let into the building one by one per telephone appointments. Staff will wait on customers through Angela's partially blocked doorway. Citizens looking at parcel files will sit at a table in the hallway in view of Angela.
5. Recreation Director Todd Smith spoke with RSU #57 business manager Colin Walsh on May 4th to discuss feasibility of summer camp usage of school buildings. As of the date of this announcement we do not know if FUNergy camp, teen camp or summer camp will occur. Todd will be in touch with parents as soon as he knows if school buildings can be used this summer.
6. Our August Blues Fest at Friendship Park has been cancelled and bands informed of the cancellation. Summer concerts in the park are also cancelled for now, but if a last minute concert can be scheduled pandemically-safely we may try. All senior trips for the remainder of the calendar year have been cancelled until further notice.

Fire Department/EMS

Extra pandemic staffing is scheduled to end May 16th. After that we will have our usual four staff during weekdays (including Chief and Deputy Chief), and three staff during evenings and weekends. Call force responses during this pandemic have reduced considerably which can create a manpower problem for many calls for service.

Library

Librarian Julie Hoyle is communicating with her state and regional counterparts on reopening, but details are still not known as of the date of this announcement.

Transfer Station

The transfer station opened to all materials and cash transactions as of Saturday, May 9th. We are also letting in more cars at a time.

Public Works

Our crew has switched to four 10 hour days as of May 4th. They continue to work with proper social distancing as they have for months so the pandemic has not caused great delays in work production.

Assessing

During the week of May 18-22 our contract Assessor Shirley Bartlett will resume her normal Tuesday and Wednesday office hours, and will be scheduling any walk-in customers via telephone appointments like other town hall staff will be doing.

- **Fire Department Ladder Truck** – The Fire Department's ladder truck has an issue with its hydraulic fluid reservoir tank and the cost to fix it is between \$6,000 and \$10,000.

Dwayne Woodsome commented that he felt people should be wearing masks at the Transfer Station.

Dwayne Woodsome questioned the status of beach area and whether it should be closed. He also commented that it is only for Waterboro residents and this needs to be enforced. Staff will try to remove the bench that is on the beach and will block the beach off with snow fence if it is needed.

Dwayne Woodsome commented that Bob Fay Park, which is owned by the Land Trust, will need to comply with State guidelines. Staff will contact the Land Trust to discuss this issue with them.

9. OLD BUSINESS

- a. Discuss/vote to approve a Municipal Quitclaim Deed for Map 005, Lot 045-001.

Dwayne Woodsome made a motion to approve a Municipal Quitclaim Deed for Map 005, Lot 045-001. Ted Doyle seconded. The motion passed 4-0.

- b. Discuss/vote to renew a State Malt, Spirituous and Vinous Liquor License for Blast from the Past located at 114 Sokokis Trail.

Tim Neill made a motion to renew a State Malt, Spirituous and Vinous Liquor License for Blast from the Past located at 114 Sokokis Trail. Ted Doyle seconded. The motion passed 4-0.

- c. Discuss/vote to accept the resignation of John Noel from the Planning Board.

Tim Neill made a motion to accept, with regret, the resignation of John Noel from the Planning Board. Dwayne Woodsome seconded. The motion passed 4-0.

- d. Discuss/possible vote on 2019/20 year-end budget review and account transfers.

Ted Doyle made a motion to transfer \$18,575 from the Health and Sanitation Department Spring Clean-up Account #80-01-60-5993 to the Health and Sanitation Department Building Account #80-01-30-5435. Dwayne Woodsome seconded. The motion passed 4-0.

10. NEW BUSINESS

11. OTHER

- a. Discuss /vote to approve the minutes of the April 28, 2020 regular meeting.

Dwayne Woodsome made a motion to approve the minutes of the April 28, 2020 regular meeting. Tim Neill seconded. The motion passed 4-0.

12. PENDING DECISIONS

- a. Friendship Park Deed Transfer

13. WEEK'S ACTION LIST

14. DISCUSSION OF AGENDA ITEMS

15. ITEMS NEEDING SIGNATURE

- a. Minutes of the April 28, 2020 regular meeting
- b. Municipal Quitclaim Deed for Map 005, Lot 045-001
- c. Blast from the Past Liquor License Application

16. ADJOURN

Dwayne Woodsome made a motion to adjourn the meeting. Ted Doyle seconded. The motion passed 4-0. The meeting adjourned at 6:04 p.m.

These minutes were approved by the Waterboro Board of Selectmen on May 26, 2020.

/s/
Dennis Abbott

/s/
Dwayne Woodsome

Gordon Littlefield

/s/
Tim Neill

/s/
Ted Doyle