

**Minutes for Waterboro Board of Selectmen Meeting
February 1, 2022, at Waterboro Town Hall
5:00 p.m. Workshop - 5:30 p.m. Executive Session
6:00 p.m. Regular Meeting**

Workshop – Selectmen will be meeting with Todd Smith, Recreation Director, regarding wages

All Selectmen were present for the workshop. Other attendees were: Matt Bors, Todd Smith, Justine Pettersen, David Lowe, and Laura Lowe.

The Board of Selectmen did meet with Todd Smith, Recreation Director, regarding using ARPA money for wages for the Recreation Department. Matt Bors passed out a Recreation Department comparison wage survey that compared surrounding municipalities' wages with Waterboro. There was much discussion on this. The Board concluded that Todd should raise the wages for his staff through the Budget process as they did not feel that the Recreation Department and Library qualified for the ARPA funds due to the restrictions the Federal Government put on who qualifies as an essential worker.

Executive Session - Pursuant to 1 M.R.S.A §405 (6)(a) – Discussion of a Personnel Matter

Dwayne Woodsome made a motion to enter into Executive Session at 5:33 pm. David Chauvette seconded the motion. The motion passed 5 – 0.

David Chauvette made a motion to come out of Executive Session at 5:56 p.m. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.

1. PLEDGE OF ALLEGIANCE – Regular Meeting

Chairman Abbott started the Regular meeting at 6:02 pm with the Pledge of Allegiance.

Attendance: Selectmen: Dennis Abbott, Dwayne Woodsome, David Chauvette, Dana Brown, and Michael Provencher. Other attendees: Matt Bors, Julie Giles, David Lowe, Kelly Woodworth, Clyde L. Smith, Suzanne Gray, and Laura Lowe.

2. PUBLIC HEARINGS - none.

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA – none.

5. APPOINTMENT

a. RHR Smith, Auditor regarding FY end 2020-2021

Ron Smith, auditor, gave his report for the fiscal year end 2020-2021 to the Board. The financial condition of the Town stayed the same compared to the previous fiscal year with a \$3 Million carry over balance. He recommended that the Town keeps 2/12ths in the crisis fund (\$2.6 Million) instead of the 1/12th (\$1.3 Million) our Charter states. He also stated that the Town has unassigned funds of approximately \$525,000. The Town has been using yearly \$800,000 of the undesignated funds for tax stabilization. He feels we really need to do an assessment now of if the Town will need the whole \$800,000. If the full \$800,000 is needed, according to the Charter, the Town will have to formulate a plan to restore the Crisis Fund to the prescribed level. He also stated that it is important that we have our Town Clerk, Treasurer, and Tax Collector all on the same page. He is still seeing a definite need for accounting help as the Town's books are still behind.

b. Michael Gilpatrick – CEO for Pending Violations – 6:20 p.m.

Michael Gilpatrick , CEO came before the Board to ask their permission to move forward on violations.

1. Violation 1: Map 16 Lot 19b – Unpermitted Building and Use Violation.

Dwayne Woodsome made a motion to allow CEO Michael Gilpatrick to move forward on the violations and do what needs to be done. David Chauvette seconded the motion. The motion passed 5 – 0.

2. Map 11 Lot 1 – Shoreland Violation

Dwayne Woodsome made a motion to allow CEO Michael Gilpatrick to move forward on the violations and do what needs to be done. Dana Brown seconded the motion. The motion passed 5 – 0.

3. Map 24 Lot 20 – Shoreland Violation – Consent Agreement

The Board decided to hold an Executive Session before the next Regular meeting on Tuesday, February 15 2022 to consult with legal counsel on this consent agreement. They also discussed a possible Hearing for the abutters of this property regarding the consent agreement during the next Regular meeting.

6. PUBLIC COMMENTS - 6:39 p.m.

Kelly Woodworth from the Parks Committee came before the Board and gave an update on what the Parks Committee has been doing. Once the trees come down that need to be down and the stumps removed, they will bring some gravel in to raise the parking lot flush to the pavement. They will also be adding some picnic tables, the new sign, solar lights, and benches. They have raised \$5,000 from their calendar raffle and the Heritage Company has donated \$2500.00 so they will be purchasing a Pirate Ship as playground equipment for the park. They are still doing the bottle drive, will be holding a St. Patrick's Day Bash at the Eagles club in March, and will be holding a community clean-up day when the snow is gone. They have reached out to Massabesic High School art department with the seniors possibly putting a mural on the dug-out the part that faces route 5. She was advised by the Board that any money or invoices received need to be brought to the Town as the cash flow in and out needs to be recorded in the Town's books. Kelly said she would do this.

7. CORRESPONDENCE – Available upon request.

- a. Treasurer's reports**
- b. Senator Woodsome's Communication**

8. REPORTS & STAFF INITIATIVES

a. Selectmen's Reports

Dwayne Woodsome & David Chauvette both wanted to report the Town's roads this passed storm were very well taken care of and want to thank the Town's contractor for a job well done.

b. Interim Town Administrator Mat Bors report

General Information:

- Director of Public Works Peter Smith has submitted his resignation. Currently he is using 2 weeks of vacation time and will be officially done on February 11th. We wish him the best in his future endeavors.
- We have changed Pete Cote's schedule which will now be Monday-Friday 7am-3pm. He will also report to work on snow days to ensure the town hall complex is free of snow on walkways and stairs.
- We had a small staff meeting with our customer service employees; we will have another in 2 weeks. (Tax Collector, M/V Agent, Clerk and Admin Asst.)
- CEO Mike Gilpatrick reported that the pickup has extensive corrosion such as body mounts and other issues. We were ready to dispose of the old trailblazer by sealed bid, however it might make sense to keep for now since it might have a bit less corrosion than the truck.
- Parking complaint Gobeil Park- I have asked for DPW to address signage
- Office layout
- Town Hall is going through a space crunch and offices may be changing around to fix this problem.

Fire Department:

- Applications have closed for the FF/EMT position and interviews will be scheduled

DPW Updates:

- DPW Director Peter Smith has resigned from his position. His last day in the office was Friday January 28th.

Dwayne Woodsome made a motion that the Town would advertise for the Public Works Director position along with a FT-DPW Laborer position. Michael Provencher seconded the motion. The motion passed 5 – 0.

Planning:

- I have asked for SMPDC to review and send us an updated MOU/Contract for planning services. Our current agreement had expired back in June. At this point it seems to make the most sense to have an agreement on file with SMPDC.

9. NEW BUSINESS

- a. Discuss/vote to accept the new Federal Holiday Juneteenth as a paid holiday for Town employees**

Dwayne Woodsome made a motion to accept the new Federal Holiday Juneteenth as a paid holiday for the Town's employees. Michael Provencher seconded the motion. The motion passed 3 - 2 (Dave Chauvette & Dana Brown).

- b. Discuss/vote to accept the Resignation of a member of the Planning Board with term to expire 6/30/22**

Dave Chauvette made a motion to accept the resignation of Devin Chamberlain as a member of the Planning Board. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.

- c. Discuss/vote on the proposed changes to the Personnel Policy

Dana Brown made a motion to strike out part of the section 8.4 as presented and leave section 2.5. in the Personnel Policy. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.

10. OLD BUSINESS

- a. Discuss/vote on the Spirit of America nominee (s)

Dwayne Woodsome made a motion to nominate Nathan & Dwayne McCoy for the Spirit of America award. David Chauvette seconded the motion. The motion passed 5 – 0.

- b. Discuss/vote on ARPA money

There was some discussion on using the ARPA funds for infrastructure changes (Jellerson Road culvert) & the West Road & Federal Street structure.

11. OTHER

- a. Discuss/vote to approve the minutes of the January 4 & 18, 2022, meetings

Dwayne Woodsome made a motion to approve the minutes of the January 4 & 18, 2022 meetings. Dave Chauvette seconded the motion. The motion passed 5 – 0.

12. PENDING DECISIONS – none.

13. WEEK'S ACTION LIST

Jobs for DPW Director & FT DPW Laborer need to be advertised
Personnel Policy needs to be updated
Schedule Executive Session with Town counsel for Consent Agreement before next Regular meeting and a possible Hearing for abutters.
Matt to ask DPW if permits were already done for Jellerson Road culverts

14. DISCUSSION OF AGENDA ITEMS

Next Agenda add the discussion/vote for Town Administrator salary

15. ITEMS NEEDING SIGNATURE – none.

16. ADJOURN

**Dwayne Woodsome made a motion to adjourn the meeting at 7:19 p.m.
Dana Brown seconded the motion. The motion passed 5 – 0.**