

**Minutes for Waterboro Board of Selectmen Meeting
March 1, 2022, at Waterboro Town Hall
6:00 p.m. Regular Meeting**

1. PLEDGE OF ALLEGIANCE

Chairman Abbott started the meeting with the Pledge of Allegiance at 6:00 p.m.
Attendance: Selectmen: Dennis Abbott, Dwayne Woodsome, David Chauvette, Dana Brown, and Michael Provencher. Other Attendees: Sheriff William King, Christine Torno, Jason Champion, Joshua Andrews, Julie Giles, David Lowe, Glenn & Diane Seehagen, Clyde Smith, David Wallace, Deborah Gonneville, Kevin Wright, Sam Hayden and Laura Lowe. County Manager Gregg Zinser attended via Zoom.

2. PUBLIC HEARINGS – none.

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA - #9d – Discuss/vote on participation in the Maine Orthoimagery Program

David Chauvette made a motion to add Agenda Item #9d – Discuss/vote on participation in the Maine Orthoimagery Program to the Agenda. Dana Brown seconded the motion. The motion passed 5 – 0.

5. APPOINTMENT

a. Sheriff William King & County Manager Gregg Zinser – Contract for Waterboro Deputies

Sheriff King & County Manager Gregg Zinser were asked by the Selectmen to come to this meeting in regards to the Waterboro Contract Deputies. Selectman Michael Provencher sent three questions before hand to County Manager Zinser and Sheriff King via e-mail. Following are the questions and answers:

- 1. How can we make certain that Waterboro receives the coverage that is contracted rather than a prorated coverage that we ultimately pay less for in the end BUT don't receive the coverage that we were seeking?*

Answer: The best way is to review a weekly/monthly report of the deputy's timesheet. This will show you how many hours the deputy patrolled in the Town of Waterboro.

- 2. Can he present/discuss the billing procedure, the accounting that takes place for both man hours and billing.*

Answer: Record keeping of the hours to be paid is completed by each deputy via their electronic timesheet. Each deputy must select the department/cost center for their hours worked. When they select the department/cost center all time and benefits costs will accrue to that specific department/cost center. In your case it is accrued to the Waterboro contract. When the timesheet is complete it is submitted to his supervisor for review and approval. After supervisory approval, it is sent electronically to finance. This information is imported into the payroll financial software (Munis) for payment processing. Following the coding on

the timesheet, the special fund that has been set up for the private contract will be charged in accordance with the Union Contract and Labor Laws.

At the end of the quarter, the contractually agreed upon expenses will be transferred from the General Fund into the Special Fund for the individual contract at a pro-rated per quarter amount for that timeframe.

A full expense report is then produced which includes the payroll expenses and the operational expenses as agreed upon. Utilizing this report an invoice is created. The invoice and a copy of the quarterly report is then sent via email to the contract holder.

3. *What are the steps that must be taken to expand the program?*

Answer: On the surface the answer is simple. If you wish to have another deputy, we can work with you to establish an estimated cost. If the expense is approved by the Town, we will start the hiring process. In reality, however, it is much more difficult than this. There are many factors that must be considered together. These factors include such things as the amount of money the Town is willing to raise, the ability to actually hire anyone and the availability of using a current deputy. The overarching issue in all of this is the ability to hire an individual. Our priority is going to be fulfilling our core mission of rural patrol. Therefore, in light of the national and local hiring statistics, we will be less likely to look from within to assign a deputy to another contract as filling our own vacancies takes precedence. While we would work with you, you should expect a long and protracted process in hiring another contract deputy. You should also be aware that one of the trends we are seeing are younger officers looking to advance more quickly in their careers. If these officers move quickly from one department to another we would ultimately be liable to the sending agency for reimbursement which can be as high as \$30,000.

There was much discussion on these questions and why our patrol car has been seen in Cornish and other Towns, not only by Selectmen, but by residents. It was answered that the contract deputies in their contract are allowed to do overtime. The car is being seen in other towns due to this.

Selectman Provencher asked in the meeting how we could get the 80 hours coverage just for Waterboro and it was answered that we would have to have three deputies in order to achieve this. Selectman Provencher also asked if the Patrol Commander could be seen at least once in a while on Waterboro streets and Sheriff King answered that he could.

It was decided by the Board, Sheriff, and County Manager that communication of monthly reports would be helpful for the Selectmen to be able to track expenses for Waterboro. They will be reviewing the information from this meeting in their preparation for the upcoming 2022-23 budget.

b. Christine Torno – Deputy Tax Collector -Tax Acquired Property

Tax Collector Christine Torno came before the Board because she is concerned with collecting partial payments on mature tax liens due to our policy on the matter approved by the BOS September 1998 that states they have to be paid in full.

Chairman Abbott asked to have Interim Town Administrator Matt Bors to send the policy to the Town's attorney for legal guidance in this matter to see what the Town's exposure would be to amend the policy. He also asked Christine to be put on the next meeting agenda.

6. PUBLIC COMMENTS – none.

7. CORRESPONDENCE

- a. Senator Woodsome’s Communication
- b. Communication from Congresswoman Chellie Pingrie
- c. 211 Updates

8. REPORTS & STAFF INITIATIVES

- a. Selectmen’s reports

Michael Provencher – Old Home Day Committee is looking for more volunteers. You can send an email to the chairman of the committee or to himself. Email address on our website www.waterboro-me.gov.

- b. **Interim Town Administrator Matt Bors report:**

General Information:

The Budget committee has been meeting weekly for the past eight weeks. The time and work they have contributed during this time is greatly appreciated. We will forward the budget documents for you to review ASAP.

DPW Updates:

Four applications for the Driver/Laborer position were received. We have made a conditional offer to George Paradis, which he has accepted. Our next steps will be to complete pre-employment screening (background and testing).

Applications closed yesterday for the DPW Directors Position, currently we have three applications.

Jason and I met with Owens and Sebago Technics regarding the culvert replacement on Jellerson Road. Project Timeline: Sebago Technics/Owens will perform survey work spring/summer 2022 \$10,000. These costs will be covered under Capital Improvement Programs Account #92-01-10-7030. Sebago Technics will submit a grant application for \$120,000 (max allowed amt.) prior to November 2022 for estimated cost of \$2.500. The initial construction estimate for the project is \$330,000 with construction planned for Aug. – Oct. 2023: RFP/Bids completed Spring of 2023.

- Grant anticipated \$120,000
- Carry forward from FY 2021/2022 \$52,500
- Estimated Funds needed for FY 2023-2024 \$157,500

Special Construction Items Identified:

- Road will need to be closed with no access to residents or businesses for 24-72 hours
- Construction costs to be monitored for budget planning in FY 23/24
- Communications with insurance regulations regarding road closure
- Communications and planning for emergency services beyond construction site

Fire Department:

Interview have been completed of four applicants, based on recommendation from the interview committee, we have offered the fulltime FF/EMT position to James Farrenkopf. Jim has been with our department for several years working as a Firefighter/Advanced EMT and Call Company Lieutenant. Jim will be retiring from Westbrook Police Department, where he currently serves as a Patrol Sergeant.

Library:

Contractors are replacing steam boiler pipes that have been leaking. This should be completed within a week. Hours might need to be adjusted for a day.

9. NEW BUSINESS

- a. Discuss/vote on a request for changes to the Zoning Ordinance Section 3.01 to go to the Planning Board regarding a location of a medical grow facility.

The person requesting this change did not attend the meeting, however, resident Kevin Wright spoke to the Board regarding his displeasure of seeing this type of facility in Waterboro. He requests that they keep the Ordinance on this issue tight as possible.

Michael Provencher made a motion for no action on this matter. Dana Brown seconded the motion. The motion passed 5 – 0.

- b. Discuss/vote on a request for changes to the Zoning Ordinance Section 4.13.1 to go to the Planning Board regarding Mobile Vendor License.

Dana Brown made a motion to send this Zoning Ordinance request to the Planning Board. Michael Provencher seconded the motion. The motion passed 4 – 0.

Selectman Dwayne Woodsome refrained from voting and removed himself from the Board table due to a conflict of interest during this agenda item.

Chairman Abbott asked that a letter be sent to the Planning Board regarding this.

- c. Discuss/approval for Ballot & Election Clerks for calendar year(s) 2022-2024

Dwayne Woodsome made a motion to approve the list of Ballot & Election Clerks presented. Michael Provencher seconded the motion. The motion passed 5 – 0.

- d. Discuss/vote on participation in the Maine Orthoimagery Program

IT Manager David Lowe presented to the Board an opportunity that was presented to himself, Code Enforcement Officer Michael Gilpatrick, and Assessor Shirley Bartlett today regarding Waterboro's participation in the Maine Orthoimagery Program. The State runs a 5-year flyover project of the entire state at a 12" resolution and offers an opportunity for towns to "buy- up" to a higher resolution at a discounted rate during a scheduled flyover. This is instrumental for creating a detailed base satellite image for our GIS which can then be used for accurate measurement of things like culverts, property lines, etc. Currently our property lines need work. The deadline this year for

the flyover was February 28, 2022, and CAI Technologies, who handles our GIS account, believes we can get in on this project. The cost would be \$33,000. Some towns have been able to leverage ARPA funds to use in upgrading their GIS.

Dave Chauvette made a motion to do the initial flyover if ARPA funds can be used for this project. Dana Brown seconded the motion. The motion passed 5 – 0.

10. OLD BUSINESS

11. OTHER

- a. Discuss/vote to approve the minutes of the February 15, 2022, regular meeting.

Dwayne Woodsome made a motion to approve the minutes of the February 15, 2022 meeting. Dana Brown seconded the motion. The motion passed 5 – 0.

12. PENDING DECISIONS – none.

13. WEEK'S ACTION LIST

Letter needs to be sent to the Planning Board regarding Agenda Item #9b.

Waterboro's Policy of Tax Payments on Matured Tax Liens needs to be sent to the Town's attorney

14. DISCUSSION OF AGENDA ITEMS

Christine Torno to be added to the next Agenda
Review 911 issue on Kobe Drive
Need an Update on the Consent Agreement – Restful Way
2023 Budget to Selectmen next meeting

15. ITEMS NEEDING SIGNATURE

- a. List of Ballot & Election Clerks for 2022-2024

16. ADJOURN

Michael Provencher made a motion to adjourn the meeting at 7:39 p.m.
Dana Brown seconded the motion. The motion passed 5 – 0.