

**Minutes for Waterboro Board of Selectmen Meeting
March 7, 2023, at Waterboro Town Hall
5:30 & 5:45 p.m. Executive Sessions
6:00 p.m. Regular Meeting**

Executive Session – 5:30 & 5:45 p.m. - Pursuant to 1 M.R.S.A §405 (6)(a) – Discussion of a Personnel Matter – Interview potential committee members

Both applicants showed for their interviews. All Selectmen were present for the Executive Sessions except for Dwayne Woodsome.

Gary Fecteau made a motion to enter into Executive Session at 5:37 p.m. David Chauvette seconded the motion. The motion passed 4 – 0.

David Chauvette made a motion to come out of Executive Session at 5:43 p.m. Gary Fecteau seconded the motion. The motion passed 4 – 0.

David Chauvette made a motion to enter into Executive Session at 5:45 p.m. Gary Fecteau seconded the motion. The motion passed 4 – 0.

Gary Fecteau made a motion to come out of Executive Session at 5:50 p.m. Michael Provencher seconded the motion. The motion passed 4 – 0.

1. PLEDGE OF ALLEGIANCE:

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

Select Board Attendance: Dennis Abbott, Dwayne Woodsome, David Chauvette, Michael Provencher, and Gary Fecteau.

Other Attendees: Matt Bors, Jason Champion, Michael Gilpatrick, Laura Fish, Deputy Gould, Lori Anthony, David Lowe, Glenn Seehagen, James French, Katie Winn-Furtney, Matt Cote, Kaitlin Cote, Jonathan King, Andrew Cote, Susan Cote, Alexander Sargent, Ashley Sargent, and Laura Lowe.

2. PUBLIC HEARINGS - none.

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA - none.

5. APPOINTMENTS:

a. Contract Deputy Update – Deputy Gould came before the Board and gave a brief update. He asked if Jason Champion DPW Director could replace the warning sign near Lakeside Market that was damaged recently during a car accident. There were no questions for the deputy regarding the February 2023 Contract Deputy reports.

b. Ron Smith from RHR Smith, Auditors – Ron Smith came before the Board giving a brief summary of the Town's finances for FY 2022. Ron stated that revenues came in stronger than expected and that

the Town is financially solid with a undesignated fund balance (not including the \$600,000 for tax relief and \$1.3M that was put into the Crisis Fund per Charter) of \$400,000 that is not attached to anything if the full \$600,000 for tax relief is not used. The Town's financials situation is more solid than he has seen in the past 3-4 years.

6. **PUBLIC COMMENTS** - none.

7. **CORRESPONDENCE – Available upon request:**

- a. Treasurer's Reports
- b. Contract Deputies Monthly Reports – February 2023
- c. Memo from CEO Michael Gilpatrick RE: David Alves Contract Zone

8. **REPORTS & STAFF INITIATIVES:**

a. **Selectmen's reports:**

Dwayne Woodsome - There is a meeting March 15th here at the Town Hall at 6:30 pm with the Planning Board and Zoning Board of Appeals for Boardman ship Training with the Town Attorney.

Michael Provencher – Is having a life challenging event and will be submitting a letter of resignation to the Board of Selectmen. His seat will be available to fill and will be on the June ballot unless the Selectmen vote to have a Special Election. His term expires June of 20

Dennis Abbott – He and Dwayne met last week with the RSU #57superintendent, Asst. Superintendent, and business manager at the Alfred Town Hall. Other communities in the District were also represented. It was clear that there will be less support from the State, and we will not know until the school is through the Budget process what our cost will be.

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

General Information:

- As a reminder Natalie Burns will be conducting a training session on March 15th for the Planning Board and ZBA and the board if you wish to attend. We will post just in case 3 or more of you attend. We have sent this notification out via regular mail and email.
- The Town of Alfred hosted an informal meeting on Monday the 27th. Dwayne and Dennis were able to attend with the Superintendent, Asst. Superintendent, and the Business Manager. Several other communities were also represented. They did not provide any firm numbers. The district continues to see a reduction in subsidy from the state. We should anticipate similar impacts that we have experienced in prior years.
- Marina has followed up with the board member that has only attended 1 out of 5 meetings held. She has indicated that her work schedule has changed and will be submitting a resignation.

Jason and I will be meeting with representative from the USDA regarding the Community Facilities Grant tomorrow at Town Hall. Beyond the USDA facilities grant, we have been very aggressive at looking at other potential grant funding sources to help with the public works facility but unfortunately have not yet found a viable option.

Pending:

- Follow up with RSU 57 recycling
- Water District: I have spoken with Matt Sampson, we are looking at March 21st @ 5:30pm to meet with the district

Reminders: Important dates provided by Marina:

- Wednesday, March 15th, 2023: Nomination papers are available
- Monday, April 17th, 2023: This is the date in which we will start accepting requests for Absentee Ballots
- Monday, May 01st, 2023: Nomination papers will be due by end of business day, on this date. Anything that comes in after cannot be accepted
- Thursday, June 08th, 2023: This is the LAST DAY for someone to request an Absentee Ballot
- Friday, June 09th, 2023: This is the day that Marina will be doing the early processing of any and all ballots we will have received.

9. NEW BUSINESS:

a. Discuss/vote on accepting Panoramic Drive as a Town Road:

Ceo Michael Gilpatrick and DPW Director Jason Champion came before the Board to discuss the memo they sent to the Board regarding the Town accepting 1350 ' of Panoramic Drive as a Town Road. The developer Andrew Cote has worked closely with multiple Town staff (3 DPW Directors and 2 CEO's) throughout the years of development of this project. The odd numbered side of Panoramic Drive now has driveways that have increased in elevation. Developer Andrew Cote stated this is caused by the driveways not being placed and the apron paved before an occupancy permit is issued. Developers once they sell a piece of property cannot alter the driveways. Based on the challenges experienced with this subdivision, Mike and Jason are both recommending that the Planning Board address a need for driveway locations and mandate paved aprons in all subdivisions moving forward. Jason Champion stated that he felt he should sign off on driveways before the occupancy permit is given. Both Mike and Jason recommend that the Town accept the road.

There was some concern from the homeowners who attended the meeting that there has been a significant amount of speeding on this road from traffic coming from the Brookside area. They were wondering if the speed could be set at 25 miles per hour. Also, they did not like the wording on the memo from Jason & Mike to the Select Board that states, "all damages incurred to the driveways from road maintenance and plowing should be at the owner's expense". It should read damages from winter plowing maintenance should be at the owner's expense. Jason stated that the Developer should also continue winter maintenance for the remainder of the 2022-2023 plow-season as Panoramic Drive was not included in our plow contract.

Selectman Chauvette asked the homeowners present if they were receptive to the Town taking over the road. The homeowners expressed that they were as they would get a better quality plow and better maintenance.

Dwayne Woodsome would like to hold off the vote for now until the attorney has signed off and wording for the exceptions can be put in the memo from Jason & Mike. Other Board members felt they could still vote and include the exceptions in the vote.

Vote: Gary Fecteau made a motion to accept the recommendations by CEO Michael Gilpatrick and DPW Director Jason Champion to accept 1350' of Panoramic Drive as a Town road as long as approved by the Town attorney, that the Developer continues winter maintenance for the remainder of

the 2022-2023 plow season, any damages incurred to the driveways from winter plowing maintenance are at the owner's expense, and that the speed limit is posted at 25 miles per hour. David Chauvette seconded the motion. The motion passed 3 -1-1 (Dwayne Woodsome nay and Michael Provencher abstaining).

b. Discuss/vote to appoint a member to the Transfer Station/Recycling Committee:

Vote: David Chauvette made a motion to appoint Steven Ross to the Transfer Station/Recycling Committee. Michael Provencher seconded the motion. The motion passed 5 – 0.

c. Discuss/vote to appoint a member to the Old Home Days Committee:

Vote: Michael Provencher made a motion to appoint Donna Smith to the Old Home Days Committee. Gary Fecteau seconded the motion. The motion passed 5 – 0.

d. Discuss/vote to appoint a member to the Planning Board:

Rick Madruga is currently on the Road Review and Transfer Station/Recycling Committees.

Vote: Dwayne Woodsome made a motion to appoint Rick Madruga to the Planning Board. Gary Fecteau seconded the motion. The motion passed 5 – 0.

e. Discuss/vote to accept the resignation of Lindsey Avers from the Garden Committee and the Conservation Commission:

Lindsay has moved out of Town.

Vote: Dwayne Woodsome made a motion to accept the resignation of Lindsey Avers from the Garden Committee and Conservation Commission. David Chauvette seconded the motion. The motion passed 5 – 0.

f. Set Public Hearing date for application received from 38 West Pub & Grille for Special Amusement Permit:

Vote: Michael Provencher made a motion to hold the public hearing for 38 West Pub & Grille's Special Amusement application on March 21st at 6:00 pm. Gary Fecteau seconded the motion. The motion passed 5 – 0.

g. Discuss/vote to approve the Renewal application for a Special Amusement Permit for the York County Blues Festival (Renewal so no Public Hearing needed):

Vote: Dwayne Woodsome made a motion to approve the renewal application for a Special Amusement Permit for the York County Blues Festival. Michael Provencher seconded the motion. The motion passed 5 – 0.

h. Discussion of Proposed Municipal Budget & Set Public Hearing date:

Chairman Abbott stated that the Budget Committee was done with their process of the proposed budget and he urged the other Board members to review the proposed budget document that was in the agenda packet for the FY 2024. He thinks the RSU#57 costs will go up as they are receiving \$800,000 less from the State of Maine. Dennis has requested that Matt get a copy of the RSU#57 budget for the Boards review.

Matt Bors stated that the Budget Committee members asked lots of questions throughout the review of every line of the budget. The budget stayed pretty lean and some of the department totals even went down from the previous FY.

10. OLD BUSINESS - none.

11. OTHER:

a. Discuss/vote to accept the minutes of the February 21, 2023 meeting.

Vote: Dwayne Woodsome made a motion to accept the minutes of the February 21, 2023 meeting. David Chauvette seconded the motion. The motion passed 4 – 0- 1 (Michael Provencher abstaining as he was absent from that meeting).

12. PENDING DECISIONS:

- a.** Discuss/vote regarding tax acquired properties

13. WEEKS ACTION LIST:

Mike & Jason to update their memo to the Select Board with their recommendations after the discussion from this meeting.

Matt to send document from developer along with deed to attorney to review regarding Panoramic Drive

14. DISCUSSION OF AGENDA ITEMS:

Municipal Budget Discussion

Public Hearing for 38 West Pub & Grille Special Amusement Permit

Panoramic Deed

15. ITEMS NEEDING SIGNATURE:

- a.** Renewal Application for Special Amusement Permit – York County Blues Festival

The Select Board signed the Special Amusement Permit for the York County Blues Festival

16. ADJOURN:

Vote: Dwayne Woodsome made a motion to adjourn the meeting at 7:04 p.m. Gary Fecteau seconded the motion. The motion passed 5 – 0.