

**Mintues for Waterboro Board of Selectmen Meeting
March 21, 2023, at Waterboro Town Hall
5:30 p.m. Workshop - 6:00 p.m. Regular Meeting**

5:30 p.m. Workshop with Water District to discuss economic impact of district to Waterboro:

Three members of the Select Board; Chairman Abbott, Dwayne Woodsome, and Gary Fecteau, along with Administrator Matt Bors met with the Water District Board of Trustees and Staff. The Town has had a few projects come to the Planning Board that were told they cannot be serviced by the Water District at this time and this has concerned the Select Board. It was explained by the Water District that this was due to their main water supply well on Straw Mill Brook Road failing so they were just trying to maintain their current customers. This well since has been fixed and it is being monitored. To date the well has recovered to 48 gallons per minute. The District is looking into exploration grants to look for a new production well. The Town understands the Water Districts struggles and is looking to continue a strong relationship with the District.

1.PLEDGE OF ALLEGIANCE:

Chairman Abbott started the meeting at 6:01 p.m. with the Pledge of Allegiance.

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

Other Attendees: Matt Bors, Laura Fish, Jason Champion, Joshua Andrews, David Lowe, Glenn Seehagen, and Laura Lowe.

2. PUBLIC HEARINGS:

- a. Public Hearing is to receive comment on the application received for a Special Amusement Permit for 38 West Pub & Grille**

Chairman Abbott started the public hearing at 6:03 p.m. Jane Harriman from 38 West Pub & Grille spoke to the Board regarding her intentions. She is looking to have a duo or triple come in and do some music. She may do some karaoke or have a DJ for a birthday party or something but no big dance bands with horns and drums. She has installed more sound boards and wall to wall carpet to help with the noise for her neighbors. There were no questions from the public present or sent via email.

Dwayne Woodsome made a motion to close the public hearing at 6:07 p.m. Gary Fecteau seconded the motion. The motion passed 3 – 0.

Gary Fecteau made a motion to move up item #10a to before announcements. Gary Fecteau seconded the motion. The motion passed 3 – 0.

Gary Fecteau made a motion to approve the Special Amusement Permit for 38 West Pub & Grille. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

3. ANNOUNCEMENTS:

Dwayne Woodsome announced that the training held on March 15th for the Planning Board & ZBA members with the Town Attorney was very good and he felt that the members who attended got a lot out of it.

4. ADDITIONS OR DELETIONS TO AGENDA: none.

5. APPOINTMENT: none.

6. **PUBLIC COMMENTS:** none.

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

- a. Treasurer's Reports
- b. Motor Vehicle Report
- c. Updated Memo from CEO & DPW Director RE: Panoramic Drive
- d. Opinion Letter from Town Attorney regarding Map 3 Lot 55

8. **REPORTS & STAFF INITIATIVES:**

a. **Selectmen's reports:**

Dwayne Woodsome: Would like to be on the Charter Commission. He also knows of an employee and a family where either the husband or wife who may also like to be on it.

Town Administrator Matt Bors report :

General Information:

- Natalie Burns conducted a training session with the Planning Board and ZBA on March 15th. From my opinion this was informative and hopefully the members felt it was beneficial
- We have posted the Deputy Tax Collector position and have already started to receive resumes. We will begin reviewing these shortly.
- The deed for Panoramic Drive has been reviewed by the Town Attorney; I have provided a summary memo for you and a letter for Andre Cote.
- We have met with YCSO to discuss several upcoming community issues... we will be working with our contract deputies over the summer regarding increased traffic near the boat launch, campground, OHF, Office Time (when possible) and touched base on some of the normal areas of road complaints around town.

Pending:

- Follow up with RSU #57 regarding their recycling. I have asked the Operations Manager for an update but have not heard back yet.

Reminders: Important dates provided by Marina:

- Wednesday, March 15th, 2023: Nomination papers are available.
- **Wednesday, March 22, 2023: Nomination papers will be available for the remainder of Mike Provencher's term.**
- 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.

- Monday, May 15th, 2023: This is when absentee ballots should be available (pending a delay)
- 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 to accept the resignation of Luna Pitianiello from the Planning Board**

Vote: Dwayne Woodsome made a motion to accept the resignation of Luna Pitianiello from the Planning Board. Gary Fecteau seconded the motion. The motion passed 3 – 0.

b. **Discuss/vote to appoint Marina Gagne as Voter Registrar & Nancy StAmand as Deputy Voter Registrar**

Vote: Dwayne Woodsome made a motion to appoint Marina Gagne as Voter Registrar and Nancy StAmand as Deputy Voter Registrar. Gary Fecteau seconded the motion. The motion passed 3 – 0.

c. **Discuss/vote to accept Michael Provencher's resignation from the Select Board**

Vote: Gary Fecteau made a motion to accept Michael Provencher's letter of resignation from the Select Board dated March 13, 2023, with an effective date of June 13, 2023, at 11:59 p.m. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

Vote: Gary Fecteau made a motion to include this vacancy of the Select Board on the June 13, 2023 Municipal Election. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

Vote: Gary Fecteau made a motion to reduce the nomination period by 7 days for this vacancy only with a due date of signatures remaining as May 1, 2023. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

This third vote was needed to be done because the date of the resignation. The time frame for someone to get papers out is shy seven days as of today.

d. **Discuss/possible vote on Draft Audit**

The final audit was received after the agenda was set.

Vote: Dwayne Woodsome made a motion to accept the Final Audit for Fiscal Year 2022. Gary Fecteau seconded the motion. The motion passed 3 – 0.

10. **OLD BUSINESS:**

a. **Discuss/vote to approve the Special Amusement Permit for 38 West Pub & Grille**

This item was voted on after the public hearing to be moved up before announcements.

b. Update on Map 3 Lot 55

There was some discussion on what the Select Board wanted to do with this property. They can hold a public auction, sell it by sealed bid, or have a realtor sell it for the Town. Matt stated that Natalie does not recommend us assigning a minimum bid if it goes to public auction. The Board decided on selling the property by sealed bid. They want the abutters to be notified of their intentions.

Vote: Gary Fecteau made a motion that Map 3 Lot 55 be put out to the public to bid by sealed bid with a closing date of May 2, 2023, at 5:00 p.m. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

c. Discuss updated Tax Acquired Properties List from Christine Torno:

Chairman Abbott recommended that the Board set up a series of discussions with the property owners of the potentially sellable properties to find out why taxes have not been paid. It was decided that the properties that have structures on them would be the properties considered for sale.

Vote: Gary Fecteau made a motion that out of the list received of the tax acquired properties, that the properties that are inhabited, the Board gives these owners opportunity to come speak to the Board of why there taxes are in arrears. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

The Board decided that April 18th these property owners will have to meet with the Select Board by.

d. Discuss FY 2024 budget:

Chairman Abbott went over the recommendations from the Budget Committee for each department. The following is the Budget Committees recommendations for each department with a grand total of \$8,971,493.00 for the FY 2024 Budget (not including the schools budget).

Dept. 10 – General Government: \$521,337.
Dept. 13 – Leases: \$460,550.
Dept. 15 – Insurances: \$938,829.
Dept. 20 – Town Clerk: \$82,050.
Dept. 25 – Tax Collector: \$51,534.
Dept. 30 – Treasurer: \$81,672
Dept. 32 – Information Technology: \$173,480
Dept. 35 – Municipal Buildings: \$108,250
Dept. 40 – Assessor: \$102,000
Dept. 45 – Code Enforcement: \$107,644
Dept. 50 – Library: \$152,112
Dept. 55 – Recreation: \$383,136
Dept. 60 – Planning Board: \$5,100
Dept. 62 – Planning Department: \$101,113
Dept. 65 – Zoning Board of Appeals: \$2550
Dept. 70 – Public Safety: \$1,643,110
Dept. 77 – Hydrant Rental: \$61,000
Dept. 79 – Ross Corner Fire Company: \$9,993
Dept. 80 – Health & Sanitation: \$830,220
Dept. 85 – Public Works: \$1,910,476
Dept. 87 – General Assistance: \$37,437
Dept. 92 – Capital Improvements: \$404,820
Dept. 95 – Unclassified: \$795,080
Dept. 97 – Old Home Days: \$8,000

11. OTHER:

a. Discuss/vote to accept the minutes of the March 7, 2023 meeting.

Vote: Gary Fecteau made a motion to accept the minutes of the March 7, 2023 meeting. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.

12. PENDING DECISIONS:

a. Section 8.5 of the Personnel Policy

Laura Fish did hear back from MainePers and there is an average minimum of 20 hours a week that a part-time employee would have to work in order to receive retirement benefits. This does not include per diem, voluntary, or temporary employees. Laura just received this information so there is no money in the budget for this change.

13. WEEK'S ACTION LIST:

Interested abutters need to be notified for Map 3 Lot 55 of our intentions to send out on sealed bid.

Ad for Sealed bid needs to be posted

Audit needs to be posted on website

Tax Acquired Properties List we need to identify inhabited properties & meetings need to be set up with the homeowners of inhabited properties

14. DISCUSSION OF AGENDA ITEMS:

15. ITEMS NEEDING SIGNATURE:

a. Special Amusement Permit for 38 West Pub & Grille

The Select Board signed the Special Amusement Permit for 38 West Pub & Grille.

16. ADJOURN:

Gary Fecteau made a motion to adjourn the meeting at 7:16 p.m. Dwayne Woodsome seconded the motion. The motion passed 3 – 0.