

**Minutes of the Waterboro Board of Selectmen Meeting
October 24, 2017 at Waterboro Town Hall**

5:00 p.m. – Site Walk – Central Fire Station -- 6:00 p.m. Regular Meeting

PRESENT: Selectmen Dennis Abbott, Tim Neill, Dwayne Woodsome, Gordon Littlefield and Ted Doyle. Also in attendance were Gary Lamb, David Lowe, Dave Benton, Julie Giles, Matt Bors, Clinton Andrews, Joshua Godard, Brigit McCallum, Jack Seery, and Roger Lauzier.

1. PLEDGE OF ALLEGIANCE

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

2. PUBLIC HEARINGS

3. ANNOUNCEMENTS

4. ADDITIONS OR DELETIONS TO AGENDA

5. APPOINTMENT

6. PUBLIC COMMENTS

Jack Seery commented that he would like to make the public aware of the soon to be formed Community Center Steering Committee. There are 3 seats to be filled on the Committee from the general public. The Committee will be charged to determine what the facility should consist of, where it could be located, funding sources and when it could be constructed.

7. CORRESPONDENCE

- a. Treasurer's reports
- b. ecomaine recycling reports for September 2017
- c. Representative Prescott's newsletter

8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports

Dwayne Woodsome reported that he attended the municipal clients seminar sponsored by Jensen Baird. He is on the second layer of siding on the blacksmith shop.

Tim Neill reported that Friday, October 27, 2017 there will be an open house at Howe & Howe from 10 a.m. to 12:00 p.m.

Dennis Abbott reported that he attended the ecomaine Board of Directors meeting on Thursday. The Board voted on the budget, with no change in tipping fees. Additional money was added to the landfill closure fund. He commented on the ecomaine school grants that are awarded to schools that start or enhance a current sustainability program. The deadline to apply is October 31, 2017.

b. Town Administrator Gary Lamb's report

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

- **Biddeford Saco Chamber** - I attended the Biddeford Saco Chamber's 90th birthday event on October 14th. It featured Geoff Howe of Howe and Howe as its keynote speaker.
- **2018 Audit** - CPA Chris Backman will publicly present our audit at our Nov 14th meeting.
- **Recreation Director hiring update** - ad and updated job description have been posted in Smart Shopper, Reporter, Waterboro website, MMA website plus 1 or 2 recreation organization websites. Submission deadline is noon on November 21.
- **Librarian hiring update** - ad and new job description are posted on Waterboro website, Smart Shopper, Reporter, MMA website plus at least 2 library list serves or related websites that many librarians use. Submission deadline is 3:00 p.m. Tuesday Nov 14th.
- **Drug takeback campaign** - Saturday Oct 28 is Drug Takeback Day in Maine....the opportunity for citizens to discard old prescriptions and help eliminate the possibility of those drugs falling into the wrong hands. One or both of our deputies will be at Waterboro Hannaford from 10:00 a.m. through 2:00 p.m. this Saturday. Please help reduce the opioid epidemic by disposing of unwanted pills in your home. If you need drugs picked up Saturday morning...please call me by Friday noon and I will pick them up Saturday and take them to Hannaford.
- **June 2018 election update** - At the June 13, 2017 election, Waterboro residents voted by a 58% to 41% margin to change our form of government. Voters eliminated our traditional Saturday open town meeting in June and replaced it with a written ballot at the Tuesday statewide June election. This will make the June 2018 election very different in that the ballot will be much longer than usual. Our annual 40-50 warrant articles for traditional Saturday town meeting floor debate will instead be on your ballot for all voters at the polls, although some articles will be grouped together to reduce ballot costs. Voters will need to spend time studying our budget to make an informed vote. Long before next June, our five person Budget Committee's weekly meetings will be recorded throughout the winter and available on our website. The Board of Selectmen will be having at least one public hearing next April or May once the Budget Committee has completed their recommendations. At such a public hearing every question on the ballot will be open for public discussion. Town staff will be creating informational memos and documentation on why budgets have increased or decreased. Selectmen and staff

will discuss whether or not to conduct a bulk mailing to all Waterboro residents in late May. Facebook and website postings will be maximized early and often. The most important part of this change in how we govern ourselves is you the voter becoming informed before voting. Please take the time and ask questions as springtime approaches...and consider early voting by absentee ballot up to 30 days prior to the June election. With a longer ballot and new and different ballot questions, voting will take longer and lines will be longer at the polls. We strongly encourage early voting in Town Hall voting booths in late May or early June.

- **Zoning Ordinance** – the review work on the new zoning ordinance is underway. The Planning Board will receive it on November 1st for its review. The Planning Board will hold a public hearing sometime in November or December and then forward a recommendation to the Board of Selectmen.

Dwayne Woodsome commented that if someone comes in to absentee vote, staff should be available to read the ballot to the voter if he/she needs help.

Dennis Abbott suggested talking with Hollis staff regarding its referendum voting.

- c. Update from DPW Director on upcoming projects

Public Works Director Dave Benton outlined the projects the Public Works staff has been working on. Some of those included shim and overlay on Deering Ridge Road, Middle Road, Thyngs Mill Road and Clarks Bridge Road. Drainage projects have been completed on Middle Road. There is currently 1,500 tons of salt with 3,700 tons of sand/salt mix. If there is time, shim and overlay will be done on Chadbourne Ridge Road. Plans are to do ditching on 2-3 roadways, ongoing maintenance and patching as needed, as well as some shouldering. F R. Carroll was the low bidder for providing paving services.

9. NEW BUSINESS

- a. Accepting the resignation of two Community Garden Committee members.

Gordon Littlefield made a motion to accept, with regret, the resignations of Amy Beth Lucarelli and Anthony Lucarelli from the Community Garden Committee. Dwayne Woodsome seconded. The motion passed 5-0.

Brigit McCallum extended a huge thank you to the Lucarellis for their work and also to all those who worked in developing the garden.

10. OLD BUSINESS

- a. Discussion with Fire Chief on leasing a portable decontamination unit.

Matt Bors talked about some of the building needs at Central Fire Station focusing on a decontamination area. He would like to have a workshop with the Board of Selectmen and invite the Budget Committee, the Public Safety Committee and Dave Benton. It was decided to have a workshop on November 21st at 6:00 p.m.

- b. Discuss/possible vote on changes to the Personnel Policy.

Gary Lamb outlined some of the most recent proposed changes to the Personnel Policy. He presented questions to the Board of Selectmen on the Personnel Appeals Committee, 5 week vacation category, sick leave awarded for good health and good attendance, insurance benefits and an alcohol and drug policy. The Personnel Policy will be on the November 14, 2017 agenda for further discussion.

Clinton Andrews presented the Operations Manual for the Transfer Station and Recycling Committee. This report will need to be approved by the Board of Selectmen and forwarded to the Maine Department of Environmental Protection (MDEP). It will be further discussed at the November 14, 2017 meeting. Clint Andrews also reported that work will be done on the silver bullet the School Department uses to provide safety mechanisms. The Board of Selectmen requested that safety mechanisms also be placed on the two silver bullet recycling containers that are located at Town Hall.

11. OTHER

- a. Discuss /vote to approve the minutes of the October 10, 2017 regular meeting.

Dwayne Woodsome made a motion to approve the minutes of the October 10, 2017 meeting. Gordon Littlefield seconded. The motion passed 5-0.

12. PENDING DECISIONS

- a. Review Comprehensive Plan task list.
- b. Central Station Improvements

13. WEEK'S ACTION LIST

14. DISCUSSION OF AGENDA ITEMS

Personnel Policy

Operations Manual for the Transfer Station Recycling Center

FY17/18 Audit

Massabesic Lions Games of Chance License

Presentation concerning the establishment of the East Waterboro Post Office

Boards and Committee vacancies

Workshop on November 21, 2017 – Central Fire Station needs

15. ITEMS NEEDING SIGNATURE

- a. Minutes of the October 10, 2017 regular meeting

16. REMINDERS

17. ADJOURN

Dwayne Woodsome made a motion to adjourn the meeting at 7:19 p.m. Gordon Littlefield seconded. The motion passed 5-0.

These minutes were approved by the Waterboro Board of Selectmen on November 14, 2017.

_____/s/
Dennis Abbott

_____/s/
Dwayne Woodsome

_____/s/
Gordon Littlefield

_____/s/
Tim Neill

_____/s/
Ted Doyle