

**Minutes of the Waterboro Board of Selectmen Meeting  
November 14, 2017 at Waterboro Town Hall**

**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, Clinton Andrews, Kevin Collins and 6 members from the public.

**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**

- a. Kurtis Bullard – U.S. Postal Service – Discussion regarding establishment of the East Waterboro Post Office.

Dennis Abbott introduced and welcomed Kurtis Bullard from the United States Postal Service. Mr. Bullard made a presentation regarding establishing a new East Waterboro Post Office. The project will include obtaining a suitable location, preparing the site and then transitioning the retail services to that location. They are looking for potential sites with approximately 1500 square feet to provide retail and delivery. They will work with local officials and welcome public comments and offers.

- b. Presentation of Town Audit by CPA Chris Backman of RHR Smith.

Chris Backman of RHR Smith and Company made a presentation regarding the FY17 audit with emphasis on the budget to actual, including approved budget amounts, revenues, and fund balances. Discussion ensued with Chris, Selectmen and staff. Chris reported our finances are in excellent shape.

**6. PUBLIC COMMENTS**

**7. CORRESPONDENCE**

- a. Treasurer's reports
- b. Motor Vehicle and Excise Tax reports
- c. Representative Prescott's Newsletter

- d. Senator Woodsome's Newsletter

## 8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports

Dwayne Woodsome reported he attended the Zoning Board of Appeals workshop. It was well attended and there are 3-4 cases coming up. He also commended the Town Public Works crews in keeping the roads clear during the recent storm. He also commended the Town staff, the State staff, CMP and all the out of state crews during the storm. The crews worked night and day.

Tim Neill commented that we may want to assign the Public Safety Committee as its mission to establish a plan in dealing with storm related issues. He commended the stores that had generators staying open to provide gas, food, etc. during the storm.

Gordon Littlefield extended condolences to the family of James Hamilton family who passed away on November 2<sup>nd</sup>. He was a longtime resident. He commented that the staff and crew at the voting polls did a tremendous job. He also attended the veteran's service at the Vietnam Wall and it was an incredible experience.

- b. Town Administrator Gary Lamb's report

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

- **Recreation Director hiring update** - Submission deadline is noon November 21<sup>st</sup> with 13 applications as of November 13th. I would welcome a Selectman to be on this interview team along with DPW Director and myself.
- **Librarian hiring update** - Application submission deadline was 3 pm Tuesday, Nov 14<sup>th</sup>. We received 9 applications and the majority of them had library science degrees or library experience or both. We will try to schedule initial interviews the week of November 27<sup>th</sup> - December 1<sup>st</sup>. For this interview team I am leaning to a library trustee, a professional librarian elsewhere and Waterboro resident, our interim librarian and myself. One Selectman is welcome if you feel strongly on this.
- **Storm Update** - thanks to all who helped neighbors and the Town during the recent statewide windstorm. This will be further discussed at the November 28<sup>th</sup> meeting.
- **West Road sidewalk snow removal bid status** - no bids were received by the submission deadline so we have re-advertised the bid.
- **Election Wrap up** - Casino Question 1 failed 67%-33%; Question 2 Medicaid expansion passed 51-48%; Question 3 Bridges and highway bonding passed 61-39%; Question 4 constitution amendment passed 55-45%.
- **MMA workshop here** - Yesterday 11 York County town and city managers met here with MMA Ex. Director and some staff for an MMA strategic plan update plus a legislative session wrap up and look ahead to the Jan 2018 short session. We also discussed the latest changes to marijuana legislation. MMA now recommends all

towns who do not welcome retail marijuana take active steps to prohibit the five retail uses passed by voters Nov 2016. Waterboro has already done this. Later yesterday the 10 town group also met with same MMA folks for a similar discussion. Elected officials from the towns of Waterboro, Buxton, Hollis and Shapleigh attended.

- **Campground expansion** - today I received an abutter notice for the Ossipee Lake Campground expansion. Plans were very recently submitted to our Planning Board and the first meeting for this Conditional Use review is at the December 6<sup>th</sup> Planning Board meeting beginning 6:30 pm. This is a Conditional Use review as required per Article 4 of our ordinance ...and is not a more extensive Site Plan Review process. Per Article 4, a public hearing is not required for this application, but the Planning Board **may** conduct one if they hear concerns from the public. Written comments and concerns can be sent to Town Planner Lee Jay Feldman or Planning Department Administrative Assistant Tammy Bellman.

## **9. NEW BUSINESS**

- a. Discuss/vote for appointment to Community Garden for a term which expires 6/30/20.

**Ted Doyle made a motion to appoint Brigit McCallum to the Community Garden for a term which expires 6/30/20. Gordon Littlefield seconded. The motion passed 5-0.**

- b. Discuss/vote to approve State Games of Chance Licenses for the Massabesic Lions Club for Beano and Sealed Tickets held at 813D Main Street.

**Dwayne Woodsome made a motion to approve the State Games of Chance Licenses for the Massabesic Lions Club for Beano and Sealed Tickets held at 813D Main Street. Ted Doyle seconded. The motion passed 5-0.**

- c. Discuss/vote to renew a State Malt, Spirituous & Vinous Liquor License for Woody's Sports Grille located at 38 West Rd.

**Ted Doyle made a motion to approve the State Malt, Spirituous & Vinous Liquor License for Woody's Sports Grille located at 38 West Rd. Gordon Littlefield seconded. The motion passed 4-0-1 (Woodsome abstained).**

- d. Discuss possible changes to employee appreciation dinner.

**Gary Lamb presented the idea of having a recognition event during the summer at Friendship Park. The Board of Selectmen concurred with this idea and suggested that a group be formed to plan the event.**

## **10. OLD BUSINESS**

- a. Discussion/ vote on the Operations Manual for the Transfer Station Recycling Center.

**Clint Andrews explained the changes in the plan were in Section VI – Safety Measures and Procedures to address safety concerns.**

**Dwayne Woodsome made a motion to approve the Operations Manual for the Transfer Station Recycling Center. Gordon Littlefield seconded. The motion passed 5-0.**

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

**Gordon Littlefield made a motion to approve the Personal Policy as presented and subject to changes discussed at the meeting. Tim Neill seconded. The motion passed 5-0.**

**The first change discussed was from Section 8.4, Health Insurance. The Town will now only offer the PPO 2500 Health Insurance Plan to eligible employees. The second change was from Section 8.1, Vacation, to remove the designation of over 20 years 5 weeks and increase the bonus figure in Section 8.11, Discretionary Benefits for those employees with 20 plus years of service.**

- b. Review vacancies on Boards and Committees especially recent vacancy on the Saco River Corridor Commission.**

**Dennis Abbott listed the current vacancies on each of the Boards and Committees. The Board discussed changing the name of the Transfer Station/Recycling Committee to the Sustainability Committee. The Board would like to have an ad run seeking volunteers to serve on the various committees.**

- c. Continued discussion on the June 2018 Warrant/Ballot.**

**The Board discussed obtaining other town's ballots for review. Suggested may be having one ballot question to approve entire budget. The Board would like to have the ballot set up to see what it would look like.**

## **11. OTHER**

- a. Discuss /vote to approve the minutes of the October 24, 2017 regular meeting.**

**Gordon Littlefield made a motion to approve the minutes of the October 24, 2017 meeting. Ted Doyle 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**

**Recap of recent storm**

**Central Maine pole permit approvals**

**15. ITEMS NEEDING SIGNATURE**

- a. Minutes of the October 24, 2017 regular meeting
- b. Operations Manual for the Transfer Station Recycling Center
- c. Massabesic Lions Club Beano and Sealed Ticket licenses.
- d. Liquor License for Woody's Sports Grille

**16. REMINDERS**

**17. ADJOURN**

**Dwayne Woodsome made a motion to adjourn the meeting at 7:44 p.m. Gordon Littlefield seconded. The motion passed 5-0.**

These minutes were approved by the Waterboro Board of Selectmen on November 28, 2017.

\_\_\_\_\_/s/\_\_\_\_\_  
Dennis Abbott

\_\_\_\_\_/s/\_\_\_\_\_  
Dwayne Woodsome

\_\_\_\_\_/s/\_\_\_\_\_  
Gordon Littlefield

\_\_\_\_\_/s/\_\_\_\_\_  
Tim Neill

\_\_\_\_\_/s/\_\_\_\_\_  
Ted Doyle