

**Minutes of the Waterboro Board of Selectmen Meeting  
April 2, 2020 at Waterboro Town Hall**

**5:00 p.m. Regular Voting Meeting**

**PRESENT FOR REGULAR MEETING:** This meeting was held during the COVID-19 pandemic with Selectmen Dennis Abbott, Tim Neill, Dwayne Woodsome and Ted Doyle attending and Gordon Littlefield viewing from home. It was not open to the public, but available to watch live on the local cable channel and live streaming on the Town's website. Also in attendance were Gary Lamb, Matt Bors, Julie Giles and Dave Lowe. Social distancing was put in place with all present sitting at least six feet apart.

**1. PLEDGE OF ALLEGIANCE**

Chairman Abbott opened the meeting at 5:01 p.m. with the Pledge of Allegiance.

**2. PUBLIC HEARINGS**

**3. ANNOUNCEMENTS**

**4. ADDITIONS OR DELETIONS TO AGENDA**

**5. APPOINTMENT**

**6. PUBLIC COMMENTS**

**7. CORRESPONDENCE**

**8. REPORTS & STAFF INITIATIVES**

**a. Selectmen's reports**

Dwayne Woodsome reported that he has been receiving many phone calls but did not elaborate on the subjects of the calls.

**b. Town Administrator Gary Lamb's report**

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

- **Administrative Assistant vacancy status** - I have received 14 applications and would like to start, if not complete 3-4 interviews Friday April 10<sup>th</sup>, or as soon as pandemic will allow.
- **Transfer Station Manager vacancy status** - On Monday, Dave Benton and I interviewed our second candidate for this position. We had two strong candidates and decided to hire Josh Andrews for the job. His prior work with the Town's DPW and transfer station helped make the decision easier.

- **Staff updates and Continuity of Operations** - Governor Mills March 31<sup>st</sup> executive order requires non-essential employees and all other individuals to shelter in place until April 30<sup>th</sup>. Citizens are allowed to conduct trips for food, medicine, doctors' visits, and individual outdoor exercise, etc. as long as proper social distancing is adhered to. MMA legal department has issued guidelines stating the obvious, and that is municipal government is a combination of essential and non-essential services and personnel. Having town halls open to the public is not an essential business operation so most have closed to the public. However, municipal officials are still required by state law to provide general assistance, collect taxes, process nomination papers, process absentee ballots, payroll/AP, etc. Clearly we need to continue providing these and other services (code enforcement inspections and issuing permits) as safely as we can for as long as we can. However, our present staffing levels can be changed.

The Covid19 infection in our community will probably get much worse before it gets better. Until this pandemic subsides, I propose the following for our Town Hall operation M-F 9am to 5pm, providing that our staff has no known Covid19 exposure:

- Our front lobby staff can be reduced to one each day. That on duty person will answer all phones and voicemails, open the mail and process any payments. If tax payment issues arise, Sharon will be available to change her work days to handle any possible backlog there. With Georgia we will try to keep her working from home on assessing or other projects. If we have projects that other front office staff can take home we will do that as much as possible.
- Julie and I still need to process payroll and A/P...hopefully with Sherry's help once she gets back to health. We will continue doing this here in the building on Mondays and Tuesdays...and sometimes a bit of Wednesday morning time also. Julie can do some other work remotely from home as necessary.
- Code enforcement staff will split their time. For now Glenn will take the morning shift through 1:00 p.m. and Angela will work until 5:00 p.m. They are still processing building and plumbing permits and conducting inspections. We have stopped the walk-up permit window since face to face communications through the window are too close. Glenn is requiring no one else but him be at the inspections. He is also relying more heavily on photos submitted by contractors to reduce inspection trips.
- The Library remains closed. FD/EMS operations and contingencies are well organized by Matt. DPW is without Tommy for a while and only working on small maintenance jobs or pothole work. Transfer Station may start only collecting recycling and rubbish and prohibit all other items so we can stop handling cash and checks. If any town staff is sent home for

pandemic cautionary reasons, I intend to pay employees for what would be their normal working hours. Now is not the time to pinch pennies and force our staff into unemployment lines. They are our most valuable asset and we want everyone back after this pandemic passes.

## **9. NEW BUSINESS**

### **a. Discuss/adopt Civil Emergency Declaration**

**The Selectmen were presented with a Declaration of Civil Emergency addressing the current CODID-19 pandemic and the Town of Waterboro's operations to aid in alleviating the pandemic while maintaining essential public services.**

**Tim Neill made a motion to adopt the Civil Emergency Declaration as presented. Dwayne Woodsome seconded. The motion passed 4-0.**

### **b. Discuss/possibly vote on FY 20/21 budget strategy including Fire Dept. and other budget sections.**

**Discussions were around the possibility of having an absentee ballot only election in June, whether or not we can postpone all until November, and the use of 2019/20 budget appropriations until there is a new election.**

**Discussions on the Fire Department budget focused on the purchase of a new ladder truck and new positions. Dwayne Woodsome suggested looking into leasing a ladder truck verses purchasing one. Gordon Littlefield reported via telephone that he is opposed to a second hand vehicle. It was requested that comparable figures be brought forward for next Tuesday's special meeting. It was the consensus of the Selectmen that this purchase needs to be a separate referendum question and not grouped with the other Capital Improvement items.**

**Dwayne Woodsome made a motion to place a referendum question on the ballot to purchase and/or lease a new ladder truck. The question is to include the cost per year and how it will be funded. Ted Doyle seconded. The motion passed 5-0 with Gordon Littlefield voting via the telephone.**

**It was the consensus of the Selectmen that two new positions on the Fire Department need to be funded, especially considering the decreasing availability of call force members to respond to both fire and accident calls.**

**Ted Doyle made a motion to add two fulltime positions for \$88,400. Tim Neill seconded. The motion passed 4-0.**

- c. Discuss/possibly vote on extending property tax interest free period after April 17<sup>th</sup>

**Discussions ensued on whether to extend the property tax interest free period or to extend the tax due deadline.**

**Tim Neill made a motion to extend the property tax interest free period for an additional 60 days to June 18, 2020 due to the States Covid-19 emergency measures. Ted Doyle seconded. The motion passed 4-0.**

- d. Discuss options for continuity of all municipal operations through May 1

**Gary Lamb presented his recommendations for continued operations to ensure the safety of staff while providing public services. The consensus of the Selectmen was for Gary to institute measures as needed.**

**Dwayne Woodsome commented on many using Bob Fay Park. The use of Friendship Park and Gobiell Park was discussed. It was suggested that signs are posted at "Friendship Park saying the basketball courts are closed.**

**Concerns were expressed about those coming from out of state to the campground and seasonal rentals. Gary Lamb reported that he received an email from the owner of the campground and they are planning to open May 1<sup>st</sup>. It was suggested to the owner that those coming to the campground quarantine for 14 days. The same would be applied to seasonal rentals. The Selectmen requested than an emergency ordinance be drafted and brought forward to next Tuesday's meeting for discussion and possibly banning seasonal rentals and airbnbs.**

## **10. OLD BUSINESS**

## **11. OTHER**

## **12. PENDING DECISIONS**

## **13. WEEK'S ACTION LIST**

## **14. DISCUSSION OF AGENDA ITEMS**

**There will be a special meeting on April 7<sup>th</sup> set up the same as the April 2<sup>nd</sup> meeting.**

**Continued discussion and possible vote on the 2020/21 municipal budget.**

**An emergency ordinance regarding possibly banning airbnbs and seasonal rentals.**

**15. ITEMS NEEDING SIGNATURE**

**16. ADJOURN**

**Dwayne Woodsome made a motion to adjourn the meeting. Tim Neill seconded. The motion passed 4-0. The meeting adjourned at 6:54 p.m.**

These minutes were approved by the Waterboro Board of Selectmen on April 14, 2020.

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

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

\_\_\_\_\_  
Gordon Littlefield

\_\_\_\_\_  
Tim Neill

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