

**Minutes of the Waterboro Board of Selectmen Meeting  
April 28, 2020 at Waterboro Town Hall**

**5:00 p.m. Regular Meeting with Workshop Immediately Following**

**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. Gordon Littlefield was absent. 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, 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 5:00 p.m. with the Pledge of Allegiance.

**2. PUBLIC HEARINGS**

**3. ANNOUNCEMENTS**

**4. ADDITIONS OR DELETIONS TO AGENDA**

Dwayne Woodsome made a motion to add to tonight's workshop discussion of opening the Town Hall to the public. Ted Doyle seconded. The motion passed 4-0.

Dwayne Woodsome made a motion to add as Item 9b to discuss sending a letter to RSU#57. Ted Doyle seconded. The motion passed 4-0.

**5. APPOINTMENT**

**6. PUBLIC COMMENTS**

**7. CORRESPONDENCE**

- a. Treasurer's reports

**8. REPORTS & STAFF INITIATIVES**

- a. Selectmen's reports

Dwayne Woodsome commented that he had received complaints on snowplowing and was questioned whether Townhouse Road was a State road or a town road. There had been damage at the corner of Webber and Townhouse. He also commented that he was upset with the time of the RSU#57 meeting as it is hard for a working person to attend.

b. Town Administrator Gary Lamb's report

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

- **Election update** - June 9, 2020 election has been officially moved to July 14, 2020. As of today it is still scheduled to be using conventional polling places, but I have asked the SOS to allow individual towns to conduct their election 100% by absentee voting if elected officials so choose. This is because with social distancing our polling place is much too small and half of our voting booths will have to be removed, lines extremely long, etc. Stay tuned for more information in case absentee voting only can occur.
- **Pandemic staffing update** - All town staff for all departments as of today still have zero positive Covid19 tests, and we hope that good health continues. In preparation for increased public access in future weeks, Pete Cote has measured up the four front lobby work station windows for the installation of plexi-glass barriers that will hang from above. Installation of same at Library's two work stations will be a bit more challenging. Angela may restrict foot traffic into her office with a simple table blocking the hallway entrance to her office so she can handle customers one at a time. I am thinking we might take the first week or two of front lobby increased access by keeping the outside doors locked and simply scheduling customers every 10-15 minutes and letting them in one by one. Citizens can simply call and get a set time to come in at their convenience...first come first served. If we just "open up" all at once the lines for ATV, boats, fishing licenses plus vehicle registrations will overwhelm any social distancing and create unnecessary lines outside, plus the Governor's new plan as of today does not allow us to open up 100%.
- **Public Works update** -
  - Blueberry Road project has pavement ground up and compacted, three more culverts are in process of replacement, gravel has been added and compacted. Now we need to add more material to slope the ditches. Should be ready for pavement in early May.

**Tim Neil suggested sending out a notice concerning obtaining absentee ballots. Dennis Abbott commented that it was offered to use a school facility for the election as school will not be in session in July.**

**Ted Doyle questioned how public hearings would be held.**

**9. NEW BUSINESS**

- a. Discuss/vote to renew a State Malt, Spirituous & Vinous Liquor License for New Asian Taste located at 1041 Main Street.

**Tim Neill made a motion to approve the State Malt, Spirituous & Vinous Liquor License for New Asian Taste located at 1041 Main Street. Dwayne Woodsome seconded. The motion passed 4-0.**

**b. Discuss/possible vote to send letter to RSU#57.**

Dennis Abbott shared his thoughts on RSU#57 realizing a substantial amount of surplus this year given the fact the schools have been closed and these funds should be used to offset the increase in its 2020/21 budget.

Dwayne Woodsome made a motion to send a letter to RSU#57 requesting they use the same amount of fund balance as in 2019/20 in calculating its 2020/21 budget. Tim Neill seconded. The motion passed 4-0. The letter will be generated by Gary Lamb and Dennis Abbott and will be copied to the other five towns. Ted Doyle offered to hand deliver it so they have on at the School Board's April 29<sup>th</sup> meeting.

**10. OLD BUSINESS**

**a. Continued discussion/possible vote to approve the 2020/21 Municipal Budget and Annual Election Warrant.**

Ted Doyle suggested that language be added in the explanatory note section of Article 4 to say the expenditure will be paid out over a 10-year period.

It was noted that \$800,000 in undesignated fund balance was not included in the revenue table. This will be added and the amount coming from taxation revenue will be changed from \$4,044,459 to \$3,244,459.

Miscellaneous Department Revenues	\$1,069,800
Excise Tax and Rapid Renewal	\$1,300,000
Undesignated Fund Balance	\$800,000
Rescue Billing Fees	\$175,000
Transfer Station Fees	\$115,750
Cable TV Franchise Fee	\$78,500
MDOT Block Grant	\$72,000
State/General Assistance Reimbursement	\$10,000
Ambulance Subscription	\$15,000
Total estimated revenue other than property taxes	\$3,636,050

The carry forward accounts were discussed and it was decided to remove the Spring Clean-up from the list. The Selectmen will be voting on transferring the balance in the account to the Transfer Station Buildings Account to allow work to be completed on the Quonset Hut.

Dwayne Woodsome commented that Public Works and Transfer Station projects should all be completed by June 30<sup>th</sup> to eliminate the carry-over of those accounts.

**Tim Neill made a motion to approve the warrant that included the stated amendments. Ted Doyle seconded. The motion passed 4-0.**

**11. OTHER**

- a. Discuss /vote to approve the minutes of the April 14, 2020 regular meeting.

**Dwayne Woodsome made a motion to approve the minutes of the April 14, 2020 regular meeting. Tim Neill seconded. The motion passed 4-0.**

**12. PENDING DECISIONS**

**13. WEEK'S ACTION LIST**

**14. DISCUSSION OF AGENDA ITEMS**

Discuss/vote to approve a Municipal Quitclaim Deed for Map 005, Lot 045-001.

Discuss/vote to renew a State Malt, Spirituous and Vinous Liquor License for Blast from the Past located at 114 Sokokis Trail.

Discuss/possible vote on 2019/20 year-end budget review and account transfers.

**15. ITEMS NEEDING SIGNATURE**

- a. Minutes of the April 14, 2020 regular meeting

**16. ADJOURN**

**Dwayne Woodsome made a motion to adjourn the meeting. Ted Doyle seconded. The motion passed 4-0. The meeting adjourned at 6:11 p.m.**

These minutes were approved by the Waterboro Board of Selectmen on May 12, 2020.

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

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

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

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

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

A workshop was held following the regular meeting for Initial discussion on possible amendments to the Personnel Policy and reopening town hall to the public.