

**Minutes for Waterboro Board of Selectmen Meeting  
August 25, 2020 at Waterboro Town Hall  
5:30 PM Executive Session - 6:00 p.m. Regular Meeting**

**Executive Session -**

- a. Pursuant to 1 M.R.S.A §405 (6)(a), to interview committee applicants

**Dwayne Woodsome made a motion to enter into Executive Session at 5:30 PM, Dana Brown seconded. The motion passed 5-0. Dwayne Woodsome made a motion to come out of Executive Session at 5:48 PM and Gordon Littlefield seconded. The motion passed 5-0.**

**1. PLEDGE OF ALLEGIANCE**

Chairman Abbott opened the meeting with the Pledge of Allegiance at 6PM.

Attendance: Dennis Abbott, Dana Brown, Dave Chauvette, Gordon Littlefield, & Dwayne Woodsome selectmen, Gary Lamb, Shirley Bartlett, Julie Giles, Josh Andrews, Dave Benton, Jim Southworth, Brigit McCallum, and Laura Lowe.

**2. PUBLIC HEARINGS – None.**

**3. ANNOUNCEMENTS - None.**

**4. ADDITIONS OR DELETIONS TO AGENDA**

**Dave Chauvette made a motion to add Planning Board Appointment to item 9C. Dana Brown seconded the motion. The motion passed 5-0.**

**5. APPOINTMENT – Shirley Bartlett – Tax Assessor**

- a. Report from Tax Assessor on recommendations for tax commitment.

Shirley Bartlett and Gary Lamb presented various scenarios to the selectmen to set the municipal tax rate. Both Shirley & Gary Lamb recommended to the selectmen to raise the taxable valuation 10% (adjustment to land only) as some valuations are down 80% of what they should be. This keeps the MIL rate to be the same.

**Dwayne Woodsome made a motion to go with the recommendation from Shirley Bartlett to keep the MIL rate the same. Dave Chauvette seconded the motion. The motion passed 5-0.**

**6. PUBLIC COMMENTS – Brigit McCallum asked during item 8b Gary Lamb's report: What does public safety communication mean? Gary Lamb answered her question by saying it is radio communication for fire & EMS services.**

**7. CORRESPONDENCE**

- a. Treasurer's reports

**8. REPORTS & STAFF INITIATIVES**

**a. Selectmen's reports**

Selectman Dana Brown feels he should be able to bid on paving jobs for the town for his paving company D&R Paving that the town has used. There was much discussion on this. Gary Lamb stated the wording from the lawyer and in the Charter states that an hourly employee cannot bid but a selectman is not an hourly employee. Gary feels that Dana should abstain from voting on paving budget sections when these budget votes come up. Dana said he would do this. Gary will send to the board the language from the lawyer.

Dwayne Woodsome stated that on the weekends dirt bikes are on the ATV trails and he thinks this is illegal. He recommends it to be looked into. Chairman Abbott said this is a Warden issue but we could put a request in for it to be looked into.

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

**Ossipee Mountain Communications update:** Matt Bors, Jeff Kostis of Southern Maine Communications and our electrician Craig Normand visited the radio tower site on Ossipee Mountain recently. The condition of the road up the mountain is so poor a fuel truck would not be able to get up there so all parties agreed to change from a generator approach to a battery bank approach for temporary emergency radio power during a CMP outage. The battery bank would power radio traffic for a minimum of 5 days and could be serviced using our fire department's Utility vehicle. WFD requested 30,000 within or 2020/2021 budget for backup power-electrical work at the tower site which funds were approved in July 2020 referendum.

**Next steps:** current cabling & conduit will be removed from walls, Removed old unusable heat & AC unit, install strapping and foam board insulation to removed moisture issues, removed exterior seam caulking and reapply appropriate material & seal interior joints, Coordinate with Normand Electric to supply new service, small internal panel and outlets for radio equipment and lightening protection, coordinate with our CEO to ensure any permits needed will be dealt with, & coordinate with Southern Maine Communications to provide an appropriate battery backup with will provide minimally five days of service to the site radios. A portion of these updates may exceed the dollar amounts within our purchase policy, however, with the currently leased repeater equipment owned by Southern Maine Communications we will need to utilize them for integration updates. Normand Electric works with our radio vendor and will coordinate the work needed to be completed.

**Tax Map & GIS Update:** Our new tax maps should be here by Labor Day or soon after and our website GIS mapping updated. These maps will be current to April 1, 2020.

**Nov. 2020 Election Update:** Christine Torno our town clerk ordered a drop box for absentee ballot drop-offs for the upcoming election. The secretary of state is allowing this due to the pandemic. The box is scheduled to be delivered October and will be mounted onto the town entrance cement pad. It will be removed after the election.

**Fire Dept. Update:** The new ladder truck contract is signed and officially ordered and should be here in the spring. Central Station's SCBA air tank fill station compressor pricing and ordering is underway. Three prices were obtained for replacement of South Station's old direct vent heaters. Two new FF/EMT positions were advertised the first week of August and applications close August 26, 2020, to be followed by agility tests and interviews. New hires are hoped to be on the job early October. Specs are being finalized for our new LED sign on the Route 5 side of John Smith Road. Bids last year exceeded the \$25K available funds so the July 14<sup>th</sup> budget added \$15K to the project to complete it this year. We will probably run power and data cables in conduit from the station instead of just connecting power via a nearby pole.

**COVID-19 Keep Maine Healthy Grant update:** We applied for, and were awarded over \$16K for personal protection equipment (PPE) supplies including 30 gallons of hand sanitizer, large quantities of wipes, masks, sanitizer stands for the town hall lobby, signage, and staff cleaning labor. Some of this PPE can be distributed to businesses if supply and demand problems arise again.

## **9. NEW BUSINESS**

**a. Discuss/possible vote on changing meeting dates:** Dwayne Woodsome made a motion to change the Selectmen's meeting dates from the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays in

the month to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays in the month starting October 1, 2020. Dave Chauvette seconded the motion. The motion passed 5-0.

**b. Discuss/possible vote on new liaison assignments to Board & Committees**

There was much discussion on this but no vote. They will continue with this discussion/possible vote at the next meeting under Old Business.

**c. Vote on applicant to Road Review Committee**

**Dave Chauvette made a motion to appoint Craig Richardson to the Road Review Committee. Dwayne Woodsome seconded the motion. The motion passed 5-0.**

**d. Vote on an applicant to the Planning Board**

**Dana Brown made a motion to appoint Michael Provencher to the Planning Board. Gordon Littlefield seconded the motion. The motion passed 5-0.**

## **10. OLD BUSINESS**

**a. Update on Bennett Hill Road Swap**

Gary Lamb stated that the Access Agreement to get onto the property has been signed by Doug Foglio, Sr. Tomorrow Gary, the geologist, and Doug Foglio, Jr. will walk the property for the environmental assessment. He will know more tomorrow.

**b. Update on Electrical repair work at Friendship Park:**

Trees have been cut by DPW. Existing shed has been raised onto blocks and the floor will be replaced soon. A new wider fence gate is in process so a bucket truck can enter the horseshoe area. Electrical work will start in the shed with new service and a panel. Following the new lights will be put up with the bucket truck. No word yet on the Efficiency Maine rebate that is in process.

**c. Update on Downed lights at Lion's Field:**

Monday the 17<sup>th</sup> the old lights were removed. If we downsize to only two lights per pole a new 200 amp service is ok per Normand Electric. New meter, panel, and re-splicing existing wiring would be \$2850.00 labor & materials and does not include any LED lights. If we re-use about half of the existing 1000 watt lights with all new fiberglass arms, new pipe, wire up pole, but only two lights per pole on seven poles will not exceed \$8500.00 labor & materials and does not include any LED lights. The electrician recommends we use old lights and does not have an answer yet from Efficiency Maine on rebates.

## **11. OTHER**

**a. Discuss /vote to approve the minutes of the August 11, 2020 regular meeting.**

Gordon Littlefield made a motion to accept the minutes of the August 11, 2020 regular meeting. Dwayne Woodsome seconded the motion. The motion passed 5-0.

## **12. PENDING DECISIONS**

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

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

## **15. ITEMS NEEDING SIGNATURE**

Minutes of the August 11, 2020 regular meeting

**16. ADJOURN**

**Dana Brown made a motion to adjourn the meeting. Gordon Littlefield seconded the motion. The motion passed 5-0.**

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Dennis Abbott

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Gordon Littlefield

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Dana Brown

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Dave Chauvette

\_\_\_\_\_/S/\_\_\_\_\_  
Dwayne Woodsome

Date: \_\_\_\_\_