

**Agenda for Waterboro Board of Selectmen Meeting  
September 8, 2020 at Waterboro Town Hall  
5:45 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 applicant.  
Attendance: Gordon Littlefield was absent for the Executive Session. All other Selectmen were present. **Dana Brown made a motion to enter into Executive Session at 5:45 p.m. and Dwayne Woodsome seconded the motion. The motion passed 4-0.**  
**Dwayne Woodsome made a motion to come out of Executive Session at 5:55 p.m. and Dana Brown seconded the motion. The motion passed 4-0.**

**1. PLEDGE OF ALLEGIANCE**

Chairman Abbott started the meeting with the Pledge of Allegiance at 6:00 p.m.  
Attendance: Dennis Abbott, Dana Brown, Dave Chauvette, Gordon Littlefield, Dwayne Woodsome, Gary Lamb, Julie Giles, Laura Lowe, & Jim Southworth.

**2. PUBLIC HEARINGS - none**

**3. ANNOUNCEMENTS - none**

**4. ADDITIONS OR DELETIONS TO AGENDA - none**

**5. APPOINTMENT**

**6. PUBLIC COMMENTS – none.**

**7. CORRESPONDENCE**

- a. Treasurer's reports
- b. Motor Vehicle report

**8. REPORTS & STAFF INITIATIVES**

- a. Selectmen's reports
- b. **Town Administrator Gary Lamb's report:**  
Gary Lamb gave his report as follows: **COVID 19 update** – With central York County experiencing a recent outbreak in positive tests, our Town Hall and Fire Station are increasing the frequency of cleaning public accessed areas. Town Hall has an hourly cleaning sheet for staff to check off and complete these tasks until further notice.  
**November 2020 Election update** - Town Clerk Christine Torno has ordered a red, white, and blue absentee ballot box for drop-offs for the upcoming election. It should arrive this month and will be mounted next to the town hall entrance cement pad. It will be removed after the November 3<sup>rd</sup> 2020, election. Dave Lowe is doing some camera updates so we have multiple cameras pointed at the ballot drop box. Absentee ballot requests continue to climb to over 700. We hope to have ballots by October 3<sup>rd</sup>, which means early in-person voting in town hall can begin October 5<sup>th</sup> as well as ballots being mailed to voters who have requested one. Election day voting is November 3<sup>rd</sup> 2020, at Massabesic East School building on West Road. Waterboro presently has 5427 registered voters with 1823 Republicans, 1741 un-enrolled, 1564 Democrats, and 295 Green. In 2016 we had 31% absentee ballots cast and we could

double this in November. RSU 57 wants two deputies at the polling place in the 4 p.m. – 8 p.m. time slot and one deputy for the 7 a.m. – 4 p.m. time slot.

**Fire Department update** – Three prices were obtained for replacement of South Station's old direct vent heaters. JP Carroll was the low bidder and was awarded the bid. The LED sign on route 5 side of John Smith Road has gone back out to bid and this time has the bidder providing the base and mounting poles. We will run power and data cables in conduit from the station instead of just connecting to power via a nearby pole.

**Staffing update** – Our new DPW position #4 job announcement is advertised on MMA and Town Websites. In the Spring of 2021 we will need to hire a new CEO as Glen Charette will be retiring.

**Tax Bills update** – Property tax bills were mailed out and many have arrived already. Please remember we only send out one bill for the year with half due October 16<sup>th</sup>, 2020, and the other half due April 16, 2021.

**Animal Control Officer inquiry** – Nadine Malloy, the ACO for Hollis & Limington has stopped in to introduce herself and offer to back up our ACO for vacations and other times Wade might not be available. She lives on Old Alfred Road in Waterboro.

**c. Friendship Park Update – Todd Smith**

**d. Todd Smith, Recreation Director, was home sick.** Gary Lamb read Todd's report which is as follows:

- e. DPW Staff Assistance** – DPW removed unwanted/distressed tree limbs near the snack shack with some assistance from Abbott Hill Tree Service, leveled out around the snack shack and installed crushed stone, raised the shack to allow cement blocks to be placed underneath, relocated the utility pole to middle of the parking lot to improve lighting, and dug a trench from the electrical supply to the well next to the fence in the practice field.
- f. Pete Cote Assistance** – Pete helped raise the shack, repair the floor, walls, and ceiling. He has installed two windows and will be repairing the hole in the roof.
- g. Recreation staff assistance** – Todd thanked all of the recreation staff members who have helped with this project and Pete Cote.
- h. Electrician work by Normand Electric** – Installed new LED lights on electrical poles, installed new electrical panel inside the snack shack along with two new lights inside & outside, installed new wiring on little league scoreboard to bring it up to code, and installed two new lights and outlets on the gazebo near the snack shack.

## **9. NEW BUSINESS**

- a. Review recent bids for South Waterboro fire station HVAC project**
- b. Discuss/vote to renew Massabesic Lions Club Beano/Bingo state application**  
**Dwayne Woodsome made a motion to accept the renewal of the Beano/Bingo state application for the Massabesic Lions Club. Dave Chauvette seconded the motion. The motion passed 5 – 0.**
- c. Vote on appointment to Saco River Corridor Commission**  
**Dave Chauvette made a motion to appoint Jonathan Gardner to the Saco River Corridor Commission. Dwayne Woodsome seconded the motion. The vote passed 4 – 0 with Gordon Littlefield abstaining.**
- d. Vote on appointment to Public Safety & Old Home Day committees (1 applicant)**  
**Gordon Littlefield made a motion to appoint Nicole Rocray-LaChance to the Old Home Day Committee. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.**

**Dana Brown made a motion to appoint Nicole Rocray-LaChance to the Public Safety Committee. Gordon Littlefield seconded. The motion passed 5 – 0.**

**e. Discuss status of Nov. 3<sup>rd</sup> Selectmen's meeting on Election Day**

It was decided that the meetings for November will be the 10<sup>th</sup> and the 17<sup>th</sup> due to the Election.

**10. OLD BUSINESS**

**a. Update on Bennett Hill Road land environmental assessment work**

August 26<sup>th</sup> Gary Lamb, geologist Joel Prellwitz, Doug Foglio, Sr., and Kelsey Pelton from SMPDC, did a site walk on the property. Three property line posts were found following the edge of the lot. Joel is hoping to have a report to Gary by the end of this week which Doug Foglio, Sr. will review. After phase I selectmen need to decide to go ahead with Phase II or not which may or may not include pollutant sampling.

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

It was decided as follows: Cemetery Committee-Gordon Littlefield, Community Garden Committee-Dave Chauvette, Conservation Commission-Dwayne Woodsome, Economic Board of Directors-Dennis Abbott with Gary Lamb as the alternate, Economic Development Committee-Dennis Abbott, The Library Trustees is still open, Olde Home Days-Gordon Littlefield, Planning Board-Dennis Abbott with Dwayne Woodsome as an alternate, Public Safety Committee-Dave Chauvette, Road Review Committee-Dwayne Woodsome, Transfer Station & Recycling-Dennis Abbott, Zoning Board of Appeals-Dwayne Woodsome, and Driveway & Road Ordinance-Dana Brown.

**11. OTHER**

**a. Discuss /vote to approve the minutes of the August 25, 2020, regular meeting.**

Dave Chauvette made a motion to accept the minutes as written. Gordon Littlefield seconded the motion. The motion passed 5 – 0.

**12. PENDING DECISIONS**

**13. WEEK'S ACTION LIST –** Get Personnel Policy to all Selectmen to review.

**14. DISCUSSION OF AGENDA ITEMS –** There was some discussion on updating the Personnel Policy. Dwayne Woodsome thought it a good idea to have a workshop. It was decided that Gary, Matt, and Julie would get together to put together a bullet list for the selectmen of what needs to be done to the personnel policy.

**15. ITEMS NEEDING SIGNATURE**

- a.** Minutes of the August 25, 2020, regular meeting
- b.** Massabesic Lions Beano/Bingo state application
- c.** Appointment for Saco River Corridor Commission

**16. ADJOURN**

**Dwayne Woodsome made a motion at 6:36p.m. to adjourn the meeting. Dana Brown seconded the motion. The motion passed 5-0.**

\_\_\_\_\_/S/\_\_\_\_\_  
Dennis Abbott

\_\_\_\_\_/S/\_\_\_\_\_  
Gordon Littlefield

\_\_\_\_\_/S/\_\_\_\_\_  
Dana Brown

\_\_\_\_\_/S/\_\_\_\_\_  
Dave Chauvette

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

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