

**Minutes for Waterboro Board of Selectmen Meeting
October 20, 2020 at Waterboro Town Hall
5:45 Executive Session - 6:00 p.m. Regular Meeting**

Executive Session -

- a. Pursuant to 1 M.R.S.A §405 (6)(a), to interview a committee applicant
Dave Chauvette made a motion to enter into Executive Session at 5:45 p.m.
Dana Brown seconded the motion. The motion passed 3 – 0.
Dave Chauvette made a motion to come out of Executive Session at 5:54 p.m.
Dana Brown seconded the motion. The motion passed 3 – 0.

1. PLEDGE OF ALLEGIANCE

Chairman Abbott opened the meeting at 6:00 p.m. with the Pledge of Allegiance.

Attendance: Dennis Abbott, Dana Brown, Dave Chauvette, Gary Lamb, Dave Benton, Julie Giles, Doug Foglio, Jr., Laura Lowe, and Jim Southworth. Selectmen Gordon Littlefield and Dwayne Woodsome were absent.

2. PUBLIC HEARINGS – n/a

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA – none.

5. APPOINTMENT

a. Donna Duffy – Hamilton Road

Donna Duffy came before the selectmen with concerns and possible solutions for the excessive speeding on Hamilton Road. It was decided that the best solution was to put additional signage up, to move the speed limit sign that is on the route 202 side to a better location for visibility, put our electronic speed sign along the road that tells you how fast you are going, and to have increased police presence for speed enforcement. Selectmen Chauvette asked Donna Duffy to keep in touch with the town through Gary Lamb, Town Administrator, as to how these methods are working. It was also suggested that calling in license plates will help as the sheriffs can call these people to let them know complaints have been made of them speeding. Donna Duffy has also collected signatures regarding the speeding problem on Hamilton Road. She will be emailing these names to the selectmen to keep as public record. Chairman Abbott also suggested that in the Spring, we could put traffic counters out on this road, and other busy roads in Waterboro, to do a study of the amount of traffic on the roads.

6. Public Comments – none.

7. CORRESPONDENCE

- a. Treasurer's reports – available to anyone on request.
- b. Motor Vehicle Report – available to anyone on request.

8. REPORTS & STAFF INITIATIVES

a. Selectmen's reports

Selectman Chauvette wanted to let the public know that this coming Saturday from 10:00 a.m. – 2:00 p.m. will be the Annual Take Back Drug Day, at Hannaford's in Waterboro. They will take anything except syringes or needles.

b. Town Administrator Gary Lamb's report:

November 3, 2020 Election - The Presidential Election is November 3, 2020, at Massabesic East school building on West Road. Polls open at 7:00 a.m., and close at 8:00 p.m. In person absentee

voting at the town hall has begun and continues through 5 p.m., Thursday, October 29, 2020. Voters can also pick up an absentee ballot at the Town Hall, fill it out at home, and then drop it in our ballot drop box near the front entrance of town hall. Ballots must be returned to the Town Hall by 8 p.m., Tuesday November 3, 2020. We have reserved one sheriff's deputy at the polling place 7:00 a.m. to 4:00 p.m., and two deputies from 4:00 p.m. to 8:00 p.m., per RSU #57's request.

Little Ossipee Lake Drawdown - Our dam operator, Chris Brassard advises that this Fall's three foot drawdown of Little Ossipee that started on October 1, 2020, is two thirds completed. The drawdown follows our five year cycle of an additional foot lower to allow for more Shoreland repairs. The draw down target is three feet instead of the usual two feet. Chris estimates the additional one foot draw down will happen on November 1, 2020, weather permitting. Dam gates will be raised back to two feet down as of January 1, 2020, until ice out.

Fire Dept. Update - The new heaters have been installed at South Waterboro station. Chief Bors and other FD staff continue to communicate with DPW and our LED sign vendor in preparation for construction of the new LED sign on the Route 5 end of John Smith Road.

Library Update - The contractor we hired to do the chimney work and new partial roof is among the missing and not returning our calls. We have found another interested contractor/bidder who will start ASAP. The chimney repairs will be done first, then removal of the lower section of the back roof, replacing the framing, insulation, and roofing. Hopefully this work will only take three sunny days.

Waterboro Food Pantry Food Distribution - York County Shelter and USDA Farmers to Families will be delivering 1000 food boxes to Waterboro THIS SATURDAY. These food boxes will have twelve lbs. of produce, five lbs. of meat, and five lbs. of dairy and weigh around 22 lbs. A gallon of 2% milk will accompany these food boxes. The boxes will be distributed in drive-thru fashion at the Waterboro Pantry next to Town Hall. It will be loaded from one truck into personal vehicles starting at 10:00 a.m. until the food is gone. Waterboro Residency is not required. Volunteers needed! Please call Cleo Smith at (207)247-5967. Chairman Abbott suggested that this information be put onto the Town's Website.

FY 19-20 Audit Status - RHR Smith audit prep was obviously delayed by COVID-19 and Julie's recent surgery recovery period. They had planned to be here early June for field work but the pandemic prevented that. Julie is now in the process of supplying the documents to our accountants. Ron Smith asked if he should plan on presenting the audit in December. Gary stated this was fine with him if the work is completed in record time with distance data work only.

9. NEW BUSINESS

- a. Discuss/vote to appoint a committee member to the Budget & Economic Dev. Committee (1 applicant)
Dave Chauvette made a motion to appoint Jedidiah Young to the Budget Committee. Dana Brown seconded the motion. The vote passed 3 -0. The board decided to just appoint Jedidiah to the Budget committee for right now and to revisit the appointment to the Economic Development Committee after budget season.
- b. Discuss/vote to approve abatements to correct a tax assessment error
Dana Brown made a motion to approve the abatements to correct the tax assessment. Dave Chauvette seconded the motion. The motion passed 3 – 0.
- c. Discuss/vote to approve Leona Drive as a town road
Leona Drive is a 600 foot, 18 foot wide road including the hammer head turnaround. There is an 2018 approved sub-division plan on file.
Dana Brown made a motion to accept Leona Drive as a town road. Dave Chauvette seconded the motion. The motion passed 3 – 0.

Doug Foglio, Jr., was in attendance at this meeting and came before the board with a suggestion of making a pre-construction meeting held by the Planning staff as one of the conditions of subdivision and commercial construction approval.

He said many towns do this pre-construction meeting, for example the Town of Saco. He stated that this would alleviate the small problems that exist because our Subdivision Ordinance and Street Design

& Construction Standards Ordinance do not marry together. It can also alleviate the time consuming task of changing the ordinances. For example one of the problems he found was that he did not realize he needed an engineer to do the inspections for the Leona Road subdivision. He stated that these Pre-construction meetings should be run by the Planning Department, and are attended by the Planner, Code Enforcement officer, Fire Chief, and DPW director or engineer, and that you can have the same draft agenda so it is the same each time. He also stated that at this meeting you should receive a check list of everything needed in order to have the subdivision or commercial construction site completed. One of the items on the list should be that a small amount of money (\$2500.00 for example) that can be put into an escrow account so that it will pay the engineer for the inspections. There was much discussion on this and it was decided by the board to adopt the idea of the pre-construction meeting immediately. Doug stated that he will have the deed for Leona road drafted and presented to Gary Lamb. Dave Benton also suggested we need to have the snow plow contract amended to include Leona Drive. Dave will contact the Dayton Snow Fighters. Doug also stated he would send sample agendas to Gary Lamb. Dennis Abbott stated that he wanted it to be known that just because someone does everything on this pre-construction list it is not a guarantee of approval for a new road. All roads still need to come before the Board of Selectmen for approval.

10. OLD BUSINESS

a. Update on new Equipment Rate list

Dave Benton, Director of Public Works had drafted a comparison list of equipment rates from the selectmen approved list from 2011, to current rates from Dearborn Construction and Foglio, Inc. Chairman Abbott stated that due to the town's charter, the Board of Selectmen do not have to vote on equipment rates and that it is up to Dave Benton on what the rates should be. Chairman Abbott asked if Dave Benton had a comparison with state rates. Dave Benton said he did not but will get this and will draft a recommendation of rates.

b. Continued discussion on Comprehensive Plan Action Items List

The selectmen were given the full list of Comprehensive Plan Action Items List and not just the priority tasks which they received last time. It was decided the board will read through the list and they will get back together for a workshop after the November 3, 2020, election.

11. OTHER

a. Discuss /vote to approve the minutes of the October 6, 2020, regular meeting.

Dana Brown made a motion to approve as written the minutes of the October 6, 2020, regular meeting. Dave Chauvette seconded the motion. The motion passed 3 – 0.

12. PENDING DECISIONS

13. WEEK'S ACTION LIST

14. DISCUSSION OF AGENDA ITEMS

15. ITEMS NEEDING SIGNATURE

- a. Minutes of the October 6, 2020, regular meeting**
- b. Abatements made 2020/2021 tax year**

16. ADJOURN

Dave Chauvette made a motion to adjourn the meeting. Dana Brown seconded the motion. The motion passed 3 – 0. The meeting adjourned at 7:06 p.m.

_____/S/_____
Dennis Abbott

_____/S/_____
Gordon Littlefield

_____/S/_____
Dana Brown

_____/S/_____
Dave Chauvette

Dwayne Woodsome

Date: 11/10/20