

**Minutes for Waterboro Board of Selectmen Meeting  
January 5, 2021, at Waterboro Town Hall  
5pm Workshop for Personnel Policy & Comprehensive Plan Action Items List  
6:00 p.m. Regular Meeting**

**5 pm Workshop:** The Board of Selectmen discussed and reviewed the current Personnel Policy with changes by Gary Lamb, Matt Bors, and Julie Giles. They got through sections 1-7. They did not get to the Comprehensive Plan Action Items List. They will have another workshop to complete going through the Personnel Policy and Comprehensive Plan Action Items List. Attendance: Dennis Abbott, Gordon Littlefield and Matt Bors by Zoom, Dana Brown, Dave Chauvette, and Julie Giles. Dwayne Woodsome was absent.

**1. PLEDGE OF ALLEGIANCE**

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

Attendance: Dennis Abbott, Gordon Littlefield and Matt Bors by Zoom, Dana Brown, Dave Chauvette, Gary Lamb, Julie Giles, Dave Lowe, and Laura Lowe.

**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

**8. REPORTS & STAFF INITIATIVES**

- a. **Selectmen's reports** – none.
- b. **Town Administrator Gary Lamb's report**

Matt Bors, Fire Chief, was present via zoom and gave an update regarding COVID-19: Matt reported that he is on a committee (York County Chiefs Incident Management Team) that is working on getting essential workers vaccinated. They started this past Saturday (01/02/21) in Waterboro with 41 people vaccinated. 28 of the people vaccinated were clinicians. Monday (01/04/21), they were in North Berwick where 41 people were vaccinated. They will be working next to vaccinate law enforcement.

**Gary Lamb reported:**

**Covid update -** Town hall is still open to the public but time will tell how much longer we will be able to be fully open. Nearly all of the staff have experienced increased frequencies of exposure to COVID positive citizens and the need for staff testing is increasing. There is no question community spread is worse than this past spring. So far no staff have tested positive. I am prepared to reduce town hall access to appointment only and split our staff if we need to. If necessary, we can close completely for a couple of weeks with remaining healthy skeleton staff alternating days to reduce in person staff contact. Our fire department (FD) is harder to split staff, but we could have some in South Waterboro station, and some at Central station, with FD administration working from home on alternate days. Our first

responders have started receiving vaccines as have other municipal departments, and we hope vaccines will make a difference within a few months.

**Little Ossipee Lake water level update** - Dam keeper Chris Brassard informs me the extra one foot drop in lake level was never achieved because of December rains. He has closed the large gate valve that has been open for months and will work to keep the lake at the present 24 inch drop level for the duration of the winter.

**HR update** - Our Department of Public Works (DPW) director position vacancy has been posted on our website, Facebook page, MMA website, and Jobs In Us.com. Applications are being received and interviews will be scheduled in late January. Dana Brown, selectman expressed an interest in being the selectman to be on the hiring committee. Gary Lamb stated that yes someone from the board of selectmen will be on the hiring committee and also the Fire Chief Matt Bors should be on it too.

**Code Enforcement** - Our Code Enforcement Officer is still working on his retirement date that might now be much later in 2021.

**Budget Committee update** - The first BC meeting may be Jan 11 and the committee has chosen Mondays at 5:30 for their weekly meeting times. I am encouraging most if not all budget committee members to participate via zoom.

**Audit update** - Our auditing firm has scheduled field work for January 5 and 6 since I cancelled their December field work because of possible COVID exposure that turned out to be negative. I do not have a firm date for audit completion at this time.

**DOT paving notice** - Maine DOT has notified us that route 202 from Alfred Village north to the Lyman intersection with Route 5 is going out to bid for paving during summer 2021.

**Transfer Station** - We have outgrown our transfer station with the amount of new homes that have been built since the last census of 8500 people in 2015. There was much discussion on the solution for this and the selectmen decided to do a walk-through of the transfer station with the transfer station manager, Joshua Andrews. Gary Lamb will arrange the meeting.

While talking about the transfer station – Dana Brown, selectman brought up the problem of people getting flat tires because of the nails scattered on the ground around the demolition area. It was discussed that maybe temporary workings could help in this area (and other areas) as no one is managing this area.

## 9. NEW BUSINESS

- a. Discuss/vote to approve Matthew McBean as a Zoning Board of Appeals member  
**Dave Chauvette made a motion to approve Matthew McBean as a Zoning Board of Appeals member. Dana Brown seconded the motion. The motion passed 4 – 0.**

## 10. OLD BUSINESS

- a. **Update on Ledgeview Lane road acceptance** - Gary Lamb reported: The home-owners association documents were submitted to town hall by developer Bruce Lewis and have been forwarded to the town attorney for her input and now to Selectmen as part of the Jan 5<sup>th</sup> packet. It appears the draft documents leave the two cisterns and the maintenance and repair responsibility of same to the Town unless the Selectmen change the language. The selectmen agreed that the cisterns should be the responsibility of the home-owners association and feel the home-owners association documents should be changed to reflect this. Dana Brown, selectman, stated that the

cisterns should be tested annually by the fire department and that before we accept the road that a fire and plow truck can get around the cul-de-sac.

**b. Update on Bennett Hill Road land swap- loan issue –**

Gary Lamb reported: Doug Foglio Sr. and I spoke at length on Dec 23. Doug agreed it is fine to close on the land swap when the loan and other closing documents are all completed and to not try and make any closing with partial payments in 2020. We are in hopes the closing will occur in mid to late January.

Deed preparation is in process with the town attorney's staff.

**11. OTHER**

a. Discuss/vote to approve the minutes of the December 15, 2020, regular meeting.

**Dana Brown made a motion to approve the minutes of the December 15, 2020, regular meeting as written. Dave Chauvette seconded the motion. The motion passed 4 – 0.**

b. Discuss/vote to approve the minutes of the December 15, 2020, Closed Executive Session

**Dana Brown made a motion to approve the minutes of the December 15, 2020, workshop as written. Dave Chauvette seconded the motion. The motion passed 4 – 0.**

**12. PENDING DECISIONS –** person to dedicate the upcoming 2019-2020 Town Report to.

**13. WEEK'S ACTION LIST –** Gary Lamb to arrange a meeting with Joshua Andrews, transfer station manager, and the selectmen.

**14. DISCUSSION OF AGENDA ITEMS**

**15. ITEMS NEEDING SIGNATURE**

a. Minutes of the December 15, 2020 regular meeting

b. Minutes of the December 15, 2020 closed Executive Session

**16. ADJOURN**

**Dave Chauvette made a motion to adjourn the meeting. Gordon Littlefield seconded the motion. The motion passed 4 – 0. The meeting was adjourned at 6:35 p.m.**

01/19/21 Selectmen's Meeting where these minutes for the January 5, 2021, meeting would have been signed was a ZOOM meeting for the selectmen due to the COVID-19 pandemic. They were approved by Dennis Abbott, Gordon Littlefield, Dwayne Woodsome, and Dave Chauvette. Dana Brown was absent.

2/2/21 Selectmen's meeting selectmen will vote whether or not to discontinue the signing of the minutes as it is not required of by MMA or our charter. This will either be for until the end of Zoom meetings or indefinite.

Laura Lowe – Administrative Assistant.