

**Minutes for Waterboro Board of Selectmen Meeting
February 16, 2021, ZOOM Meeting
6:00 p.m. Regular Meeting**

1. PLEDGE OF ALLEGIANCE –

Attendance Via Zoom: Dennis Abbott, Gordon Littlefield, Dwayne Woodsome, Dave Chauvette, Dana Brown, Gary Lamb, Todd Smith, Dave Lowe, Heddy Smith, and Laura Lowe.

2. PUBLIC HEARINGS – none.

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA

- a. The Board will vote whether or not to go into Executive Session Pursuant to 1 M.R.S.A §405 (6)(a) – Personnel matter after the meeting is adjourned.

5. APPOINTMENT

Todd Smith – Recreation Director

Todd Smith explained that the lights at the Lion’s Field are old and the cross arms on the poles are rotted and need to be replaced. He would prefer not to wait and put this in next year’s budget as there will be no lights at the field this spring, and many league and non-league games will not be played. He is asking for the selectmen to consider approving one of two ways to pay for this:

1. To transfer funds from recreation line #55-01-10-5000 which has extra funds because COVID has reduced program costs and Laura Lowe has moved next door and therefore is being paid from general government instead of the recreation budget.
2. To pay the \$25,000 from recreation line 55-01-60-5925 which has extra funds since summer camp was cancelled for 2020.

If at all possible, he would greatly appreciate option 1, just in case other money is needed for programs between now and July 1st. He also asked that the \$5500.00 rebate from Efficiency Maine from Lion’s Field light replacements to be donated to our Park Fund. The fund took a big hit with no concerts or Blues Festival this past summer. We are hoping to bring them back this year.

ESTIMATE

Estimated materials and labor

14 LED sports caster lights and cross arms on poles.

Pipe up existing poles from ground level.

New utility pole – old pole rotted out.

New service with panel and meter, and controls for the lights.

Service will have enough room for a small food truck or snack shack.

Tie in existing feeds out to light poles.

Backboard to hang all the equipment. **(Pete will build this)**

Total \$25,000.00

Rebate 5,500.00 (from Efficiency Maine)

Total after \$19,500.00

The selectmen have decided to put this back on the agenda in two weeks to continue the discussion. There was some concern on how the light poles were inspected and if they needed to be inspected in more detail.

- 6. PUBLIC COMMENTS –** Heddy Smith attended the meeting to ask if there had been any additions or deletions to the agenda. The only addition was the Executive session vote that will happen after the meeting if the selectmen wish to go into Executive Session regarding personnel matters. There were no deletions to the agenda.

7. CORRESPONDENCE

- a. Treasurer's reports
- b. Motor Vehicle report
- c. EMS Revenue Update letter

8. REPORTS & STAFF INITIATIVES

a. Selectmen's reports

Dwayne Woodsome reported that there were two men, Sunday afternoon, collecting signatures near the household trash compactor and they were getting in the way of the car traffic. He thought it was a very dangerous situation. He also stated that they were smoking, not wearing masks, and that they were at the exit gate to start but worked their way over to the compactor. There was much discussion on this and it was decided if this was to happen again that Gary Lamb first needs to speak with anyone doing this so that he can relay safety issues with them and to let them know they should be standing at the exit gate so people can pull out of line if they wish to sign a petition.

b. Town Administrator Gary Lamb's report

COVID update – The vaccination shots we thought might be available for town hall staff in the coming weeks have been pulled back by the CDC for use in 70 year old arms. Staff is being instructed to contact their PCP or Maine Health to get shots when they can.

RSU Board Vacancy – Brenda Dyer has moved out of Waterboro and by charter must resign from the school board. I do have at least one interested person who will fill out an application. Dwayne Woodsome said he believed that Brenda still stays a few days a week in Waterboro and that we should look into this as she may not have to resign. Gary will be looking into this.

Audit Presentation – Our auditor Ron Smith will present our FY 19/20 audit figures at the March 2nd Selectmen's meeting by Zoom if necessary.

Gravel Pit/Land Swap update – We have secured the \$100K loan to pay for this transaction but the real estate closing hit an obstacle last week. We now have to wait for a clear title to be established by the Town for the two Town owned lots in North Waterboro. Even though we are conveying a quitclaim deed we lack sufficient title information even for that since one of the lots does not have any record in the Registry of Deeds (8 acre piece on corner of Carpenter rd.). We are now trying to run down possible tax acquired decisions and lien documentation from the 1940's. Gary will keep the Board posted on this issue.

Budget Committee (BC) update – The BC will have their third meeting this Thursday, February 18th and will be voting on individual budget sections. My proposed budget draft to date shows a 6% increase, which included two new FF/EMT frontline positions, one PT to FT upgrade for the transfer station, one possible new Town Planner position, and a new one day per week administrative assistant for our assessor that will be filled from existing PT staff.

9. NEW BUSINESS

- a. Discuss/vote to approve Kala Godard's resignation from the Planning Board

Dwayne Woodsome made a motion to approve Kala Godard's resignation from the Planning Board. Dave Chauvette seconded the motion. The motion passed 5 – 0.

- b. **How the Board wants to handle future committee applications.**

The Board decided they would allow applicants to either attend the interview by Zoom or in person. Whichever they felt the most comfortable doing. The Board also decided that for their next Selectmen's meeting they would leave it up to each selectman whether they wanted to attend by Zoom or in person.

- c. **Discuss/vote if Signatures wanted for BOS meeting minutes**

The Board decided that signatures are not needed for the minutes as MMA or the Charter does not require them to be signed as they are voted on and approved by the Selectmen.

- d. Discuss/vote to approve a 2019/2020 abatement

Dave Chauvette made a motion to approve the 2019/2020 abatement form submitted by the assessor. Gordon Littlefield seconded the motion. The motion passed 5 – 0.

- e. **Signing of official documents electronically**

The board decided that they would use Docusign to sign any documents for Zoom participated meetings. Laura Lowe will send the abatement from tonight's meeting to the selectmen for signatures.

10. OLD BUSINESS

a. Town Report Dedication nominee

Names to date: John Champion

Dwayne Woodsome made a motion to have John Champion as our Town Report Dedication nominee if he accepts this nominee. Gordon Littlefield seconded the motion. The motion passed 5 -0.

b. Ledgewood Lane Subdivision HOA document review & update

The Board reviewed the HOA document and there was much discussion on whether they could refuse the acceptance of the road if the Planning Board has not worded the subdivision plans correctly. It was decided by the Board that they needed more information and they will revisit this discussion on a future Agenda.

11. OTHER

a. Discuss /vote to approve the minutes of the January 19, 2021, regular meeting.

Dwayne Woodsome made a motion to accept the January 19, 2021 meeting minutes as is.

Gordon Littlefield seconded the motion. The motion passed 4-0. Dana Brown was absent at the last meeting so could not vote.

12. PENDING DECISIONS

13. WEEK'S ACTION LIST – Gary to call Paul Poirier, Snow Plow contractor to see if he will meet with the selectmen in an Executive Session before the next Selectmen's meeting at 5 p.m., March 2, 2021.

14. DISCUSSION OF AGENDA ITEMS

15. ITEMS NEEDING SIGNATURE

a. Abatement – Electronic signature – Laura to send through Docusign to the selectmen to sign.

b. Minutes – January 19, 2021 regular meeting if voted to sign – Selectmen decided that the minutes do not need a signature as MMA and the Charter did not require it so they were not sent through Docusign for the selectmen to sign.

16. ADJOURN

Dwayne Woodsome made a motion to Adjourn the meeting and to go into Executive Session at 7:04 p.m. Dave Chauvette seconded the motion. The motion passed 5 – 0. The Selectmen went Into Executive Session.

Dave Chauvette made a motion to come out of Executive Session at 7:18 p.m. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.