

**Minutes of Waterboro Board of Selectmen Meeting
March 16, 2021, at Waterboro Town Hall
5:30 p.m. Regular Meeting – Public may attend by Zoom**

1. PLEDGE OF ALLEGIANCE – Regular Meeting

Chairman Abbott started the meeting at 5:30 p.m. with the Pledge of Allegiance. Attendance: Dennis Abbott, Gordon Littlefield (by Zoom 6pm), Dwayne Woodsome, Dave Chauvette, Dana Brown, Gary Lamb, Peter Smith, Julie Giles, Todd Smith, Dave Lowe, Ron Smith and associate, Bruce Lewis, Jim Newland (by Zoom 6pm) and Laura Lowe.

2. PUBLIC HEARINGS – none.

3. ANNOUNCEMENTS – none.

4. ADDITIONS OR DELETIONS TO AGENDA

- a. An Executive Session - Pursuant to 1 M.R.S.A §405 (6)(a), Personnel Hiring discussion for new Code Enforcement Officer was added after the conclusion to the regular meeting.
Dave Chauvette made a motion to add the Executive Session Pursuant to 1 M.R.S. A. §405 (6)(a), Personnel Hiring discussion for new Code Enforcement Officer at the conclusion of the regular meeting. Dwayne Woodsome seconded the motion. The motion passed 4 – 0. Selectman Gordon Littlefield was not present yet for this vote.
- b. Discussion with action to appoint Glenn Charette as Deputy CEO subsequent to his retirement as CEO was added to New Business under item d.
Dave Chauvette made a motion to add Discussion with action to appoint Glenn Charette as Deputy CEO subsequent to his retirement as CEO as agenda item 9d. Dwayne Woodsome seconded the motion. The motion passed 4 – 0. Selectman Gordon Littlefield was not present yet for this vote.

5. APPOINTMENT

- a. **Ron Smith , Auditor – to present our FY 19-20 audit**
The Town's financial situation at year end is basically the same as last year which is good but it can be better. Ron suggested the Board create a plan to put funds into the Capital Plan. This will help in the future so the Town does not have to borrow money for vehicles as it has in the past. He also suggested to re-finance any loans we have, as the interest rates right now are lower now than they have ever been, and to reinvest the 1.3 million in the crisis fund into another investment vehicle.

6. PUBLIC COMMENTS - none.

7. CORRESPONDENCE

- a. **Treasurer's reports** – available upon request.
- b. **Motor Vehicle report** – available upon request.

8. REPORTS & STAFF INITIATIVES

- a. **Selectmen's reports** – none.
- b. **Town Administrator Gary Lamb's report**
Covid update - We had a vaccination clinic here in town hall Thursday, Feb 25. Reservations were handled by Southern Maine Area Agency on Aging and 130 shots were administered by Northern Light Healthcare into arms at least 70 years old. They will return on March 25 for the second shot, but the March 25 clinic will be at our fire station and **NOT** at Town Hall to allow for more room for maneuvering. The Sanford vaccination site at the old Marshalls department store is open and hopes to administer up to 1000 shots per day depending on vaccination supply. Towns in York County are offering voluntary extra shifts to their FF/EMT staff to go and work a shift. Any other existing Waterboro employee is welcome to

work at the clinic. You do not have to be a medical professional to work there. The municipal employee would be paid by Waterboro straight time (or overtime if necessary) for their hours worked at the vaccination site. York County will then be invoiced and will reimburse towns for these wages and benefits costs.

Foglio Land Swap update - Adequate records for chain of title have been obtained for both North Waterboro lots in this land swap transaction. The loan funds have been deposited into town accounts so the closing for this transaction will be scheduled soon.

Nomination papers update - Nomination papers are available for Selectman (1), RSU 57 School Board (1), and one water district trustee. Papers must be returned by 5pm April 26. So far we have papers taken out by one Selectman candidate and one incumbent School Board member.

Public Works Update - New DPW Director Peter Smith is getting organized and acclimated and is bringing a fresh set of eyes to our infrastructure and operational priorities. With Dave Lowe's help we will soon direct all public works related citizen phone complaints to come through my assistant Laura Lowe's phone extension. Laura will then collect the complaint information and load it into an online shared database/spreadsheet that is accessible to all DPW staff 24/7. This will also allow us to track responses, when a project or repair is completed, etc. Any calls after hours will be directed to York County Dispatch and they in turn will call our DPW staff.

Assessing update - Shirley advises that the housing market is so strong that our non-waterfront residential assessing ratio has dipped to 83% (compared to market value). Last year it was in the low 90's percentile. Waterfront property ratio now is 69% and last year it was 78%.

9. NEW BUSINESS

- a. Snowplow contract discussion with possible action
Dwayne Woodsome made a motion to accept the 2 year snowplow contract extension with Dayton Snow Fighters for \$560,000.00 and to sign it. Dave Chauvette seconded the motion. The motion passed 5 – 0.
- b. To consider whether to place an item on the agenda for a special Board of Selectmen's meeting on March 23rd to consider removing a member of the Planning Board for cause and, if so, to provide advance notice of the removal proceeding to such member.
Gordon Littlefield made a motion for a special Board of Selectmen's meeting on March 22, or 24th depending on the availability of counsel to consider whether or not to remove a member from the Planning Board. Dave Chauvette seconded the motion. The motion passed 5 – 0.
- c. Discussion with action to appoint Christine Torno as Deputy Tax Collector.
Dwayne Woodsome made a motion to appoint Christine Torno as Deputy Tax Collector. Dana Brown seconded the motion. The motion passed 5 – 0.
Christine Torno was sworn in as Deputy Tax Collector after the vote in the meeting. Dennis Abbott made an announcement that we now have an opening for Deputy Town Clerk if anyone is interested. Gary Lamb stated that he will be working on getting the ad out for this position soon.
- d. Discussion with action to appoint Glenn Charette as Deputy CEO subsequent to his retirement as CEO.
Dwayne Woodsome made a motion to appoint Glenn Charette as Deputy CEO subsequent to his retirement. Dave Chauvette seconded the motion. The motion passed 5 – 0.

10. OLD BUSINESS

- a. **Ledgeview Lane – discussion with possible action**
The Board discussed whether or not they wanted to accept Ledgeview Lane as a Town road with or without the 2 cisterns being the Towns responsibility to maintain.
Dave Chauvette made a motion to accept Ledgeview Lane as a Town road without the cisterns. Dana Brown seconded the motion. The motion passed 5 – 0.
Gary Lamb said he will have the language from Natalie for the road agreement three weeks from tonight for the Board to review/sign.
- b. **Lions ball field lights – discussion with possible action**

Todd Smith, Recreation Director came before the Board and requested to be able to use the money from the Administrative Assistant payroll line that was not used to replace the lights at Lions ball field in the current budget. He did call the two people who put light poles in originally and they both said that the poles were put into sand and should last for 20 years unless the tops are showing wear from the birds eating them and if when you hit them with a hammer in warm weather the poles do not sound solid. The Board decided that the electrical work needed to replace the lights at Lions Field should go out to bid with a deadline of April 15th to receive bids, and the work to be completed by May 1st. Gary Lamb stated that Todd Smith will have the bid specs but not the results for the next Board of Selectmen meeting.

c. Discuss schedule for board/committee applicant interviews

We have six applications with new people for committees. Chairman Abbott stated that before the next Board of Selectmen's meeting on April 6th, the Board can interview the two people not applying for the Economic Development Committee starting at 5:30 p.m. The applicants can either come in person or Zoom in. The people applying for the Economic Development Committee can be done all on the same day, but perhaps on another day that is not a Board of Selectmen's regular meeting night.

11. OTHER

- a. Discuss/vote to approve the minutes of the March 2, 2021, regular meeting.

Dwayne Woodsome made a motion to accept the minutes as written from the March 2, 2021 meeting. Dave Chauvette seconded the motion. The motion passed 4 – 0 – 1. Dana Brown was not present for the March 2, 2021 so he abstained from voting.

12. PENDING DECISIONS

Lions Field Lights

13. WEEK'S ACTION LIST

Bid Specs for Lions Field Lights for April 6, 2021 Selectmen's Meeting.

Gary to get language from Town Attorney for Road Acceptance Agreement

14. DISCUSSION OF AGENDA ITEMS

There was some discussion regarding the Bennett Hill Road Closing. The Board is for closing the road now before mud season starts. Some type of barrier needs to be used but no cables are to be used.

Dwayne Woodsome made a motion to allow the DPW Director to close the dirt part of Bennett Hill Road to the power line now before mud season starts using some type of barricade. Dave Chauvette seconded the motion. The motion passed 5 – 0.

15. ITEMS NEEDING SIGNATURE – none.

16. Adjournment

Dwayne Woodsome made a motion to adjourn the Regular meeting at 6:50 p.m. Dane Brown seconded the motion. The motion passed 5 – 0.

Dwayne Woodsome made a motion to enter into Executive Session at 6:55 p.m.

Dave Chauvette seconded the motion. The motion passed 5 – 0.

Dwayne Woodsome made a motion to adjourn the Executive Session at 7:12 p.m. Dave Chauvette seconded the motion. The motion passed 5 – 0.