

**Minutes for Waterboro Board of Selectmen Meeting  
June 15, 2021, at Waterboro Town Hall  
5:00 p.m. Executive Session - 6:00 p.m. Regular Meeting**

**First Meeting of the Board of Selectmen after the June 8, 2021 Municipal Election**

**Executive Session - 5:00 p.m.**

- a. Pursuant to 1 M.R.S.A §405 (6)(a), to interview 4 potential committee members for Planning Board, Old Home Days Committee, Cemetery Committee, and Transfer Station Committee  
**The Board of Selectmen interviewed 4 potential committee members (1 via Zoom and 3 in person) for the Planning Board, Old Home Days Committee, Cemetery Committee, and the Transfer Station Committee. Four selectmen were present for the interviews: Dennis Abbott, Dwayne Woodsome, Dave Chauvette, Dana Brown. Michael Provencher, who was elected in the June 8<sup>th</sup> Municipal Election, arrived at 5:45 p.m.**

**1. PLEDGE OF ALLEGIANCE - Regular Meeting – 6:00 p.m.**

- a. Election of Selectmen Chairman & Vice Chair for FY 2022  
**Dennis Abbott started the meeting at 6:00 p.m. with the Pledge of Allegiance. Attendance: All Selectmen listed above, Gary Lamb, Peter Smith, Julie Giles, Joshua Andrews, Dave Lowe, Clyde and Hedy Smith, Jason Ramsell, and Laura Lowe.**

**Chairman Abbott welcomed Michael Provencher who was elected in the June 8<sup>th</sup> Municipal Election and congratulated him on his successful run.**

**Dave Chauvette made a motion for Dennis Abbott to remain as Chair and to nominate Dwayne Woodsome as Vice Chair. Dana Brown seconded the motion. The motion passed 5 – 0.**

**Dave Chauvette made a motion to cease nominations at 6:03 p.m. Dana Brown seconded the motion. The motion passed 5 - 0.**

**Dwayne Woodsome made a motion to hold a short meeting after the June 22, 2021 Executive Session. Dave Chauvette seconded the motion. The motion passed 5 – 0.**

**Chairman Abbott stated that the short meeting following the June 22<sup>nd</sup> Executive Session will be a voting meeting regarding the 2021 End of Year Budget. The Selectmen can vote at this time to move funds from one department to another. This is the last meeting before the new Fiscal Year budget begins that the Selectmen can do this.**

- 2. PUBLIC HEARINGS – none.**
- 3. ANNOUNCEMENTS – none.**
- 4. ADDITIONS OR DELETIONS TO AGENDA – none.**

**5. APPOINTMENT**

- a. Marina Gagne – Deputy Town Clerk - Election Update  
**Gary Lamb stated that Marina is our new Deputy Town Clerk who took over Christine Torno's job. Christine has moved over to the Deputy Tax Collector position.**

**Marina gave a summary to the Selectmen of the June 8<sup>th</sup> Municipal Election. There was a low turnout of voters – about 6%. There are approximately 5583 Registered Voters and only 400 ballots were cast. There were no problems and the Election ran smoothly.**

**b. Peter Smith, Department of Public Works Director - DPW Update**

I have implemented the Drug and Alcohol Program to come into compliance with the State mandate for CDL Operators through Maine Motor Transport including Highway and Transfer employees.

I was able to acquire two Trailered Electronic Message boards and am working with the IT Manager to be able to program them.

Ditching just shy of 17 Thousand Linier Feet

Implementation of Dig Safe 41 calls

Issued 35 Driveway Permits

Pavement, shimmed East Shore Rd, upcoming Webber Rd and the gravel part of Star Hill

Created Heavy Load Permits on line for customer convenience

Diligently working on the Traffic Signals at rt5 and 202 from the accident

I wrote and received a Safety Grant –Under the Safety Grant – was able to purchase barricades and safety cones at a 2 to 1 match.

Adjusted one catch basin structure for the paving on Webber Rd

Working on 3 Drainage easements: Star Hill, Ricker Lane, and at the intersection of Aspen Way and Peasant Run.

The High Crew prepped the ground work for two landing pads at the Transfers station. This allowed easier and safer accesses for loading and unloading the roll off truck for the dumpsters. This is significant because it allows year round use.

Took delivery of the new one ton, Dump truck & all-wheel drive Maintenance van from the bus company

Took delivery of all-wheel drive Maintenance van from the bus company

Sold the pallet of blown in insulation we had stored and sold it for \$5.00 above asking price

**Maintenance**

The generator at the Town hall had not been serviced since 2017, I have created an action plan for yearly service for this and the Fire Department generator.

**Calls for Service**

We are up to 104 calls for service that we have received,

Implemented the Call for Service Form as a means of tracking compliments and complaints as well as ensuring appropriate responses.

### **Transfer Station**

Josh and I were able to collaborate and with the remaining funds from the Quonset Hut heating project we were able to purchase a permanent propane heating source. This is so much safer and efficient source of heat.

Working and collecting data for the replacement of the compactor

### **Parks**

I have repaired the Well at Friendship Park

Been working with electrician for new lights at Lions Field

Lions Field cleanup of trash and cleaned out the maintenance building

Took down all the Hazardous Trees at Globeil Park

### **Projects that are being worked on:**

Personnel for the Parks

Jellerson Road Culvert Replacement Grant

Implementation of traffic flow for safety at the Transfer

Developing enforcement of Transfer stickers, continue updating cost effectiveness for disposal of items

Driveway and Road Ordinances do not match – working on language so they match

Working with the Fire Department and Codes Enforcement for private road Ordinances

We are working on heating source for the library

Prior to the construction of roads coming in, I would like to have an open house/ public meeting for the residence of the road construction, so they can share information with questions or concerns

Working on new specs for front end loader back hoe and the equipment hauling trailer

Road side mowing

Staffing

**6. PUBLIC COMMENTS** – none.

### **7. CORRESPONDENCE**

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

### **8. REPORTS & STAFF INITIATIVES**

- a. Selectmen's reports

**Dave Chauvette stated that he likes that Department Heads come in to report and that we should have them come in monthly. The rest of the Board agreed.**

Dwayne Woodsome stated that he has had several complaints about the China Cookie not opening and was wondering why it has not opened yet. Gary Lamb stated that he will get together with the Code Enforcement Officer and will get back to the Selectmen on this.

Chairman Abbott stated that he and Gary are going to the Annual Meeting of Ecomaine that is being held this coming Thursday in Portland. They have also invited Joshua Andrews, Transfer Station Manager, to attend also.

**b. Town Administrator Gary Lamb's report**

**Land Swap Update** – The Town has submitted all requested and signed documents and we are waiting for similar documents from Doug Foglio, Sr. before final closing can be scheduled.

**Medical Marijuana cultivation** – Our Planning Department received an application to the Planning Board for a Commercial Medical Marijuana grow operation on the west side of Route 5 just north of West Shore Road. The application had its initial review at the June 2, 2021 Planning Board meeting and a site walk. The Public Hearing and continued discussion is scheduled for June 16. **Please Remember this is a medical grow facility**, since Waterboro voters prohibited all recreational retail marijuana businesses.

**American Rescue Plan Act Funding Update** – Waterboro is scheduled to receive over \$600,000 in ARPA funds that can be used through 2026. However, the criteria to use such funds are very restrictive and these interim criteria are still in the comment phase until July 16, 2021. York County will receive \$40 million in COVID relief ARPA funds. The County Commissioners will conduct public hearings June 16 and 23<sup>rd</sup> at 2:00 p.m. at the “Old Marshalls Store” in South Sanford, which is also the site of the recent COVID vaccination clinic.

**Right to Know Law Training** – This training is mandatory for all elected officials. The video can be found on the Maine Municipal Associated website, and confirmation of viewing should be provided and placed in the individual Selectmen's personnel file.

**New State Holiday** – Per Governor Mills, June 19<sup>th</sup> will be an official State Holiday starting in 2022. The Holiday is in recognition of federal troops entering Galveston in 1865 to ensure all enslaved persons were freed. Gary asked the Board of Selectmen if they want to add this to the Personnel Policy at this time or later.

**The Board decided not to add the June 19<sup>th</sup> Holiday today but can add it at a later date.**

**9. NEW BUSINESS**

- a. Discuss/vote on committee appointment renewals to expire June 30, 2024, and staff appointments renewals for terms to expire June 30, 2022.

**Dwayne Woodsome made a motion to appoint the 2021 committee renewal applicants to the various committees. Dave Chauvette seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint Mike Gilpatrick as Code Enforcement Officer & Licensed Plumbing Inspector, Jim Allaire as Deputy Code Enforcement Officer and Deputy Licensed Plumbing Inspector, and Shirley Bartlett as Assessor. Dana Brown seconded the motion. The motion passed 5 – 0.**

- b. Discuss/vote to appoint a member to the Cemetery Committee with a term to expire 6/30/2024.

**Dave Chauvette made a motion to appoint James Carll to the Cemetery Committee. Michael Provencher seconded the motion. The motion passed 5 – 0.**

- c. Discuss/possible vote to appoint the Executive Session interviewees

**Dwayne Woodsome made a motion to appoint Dorothy Brochu to the Cemetery Committee. Dana Brown seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint Clyde Smith to the Planning Board. Michael Provencher seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint Rebekah Higgins to the Planning Board. Michael Provencher seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint Dorothy Brochu to the Old Home Days Committee. Dave Chauvette seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint Amy West to the Old Home Days Committee. Dave Chauvette seconded the motion. The motion passed 5 – 0.**

**Dave Chauvette made a motion to appoint Dorothy Brochu to the Transfer Station committee. Michael Provencher seconded the motion. The motion passed 5 – 0.**

- d. Discuss/vote to nominate John Champion for the “Spirit of America” award.

**Dwayne Woodsome made a motion to nominate John & Betty Champion for the 2021 “Spirit of America” award. Dana Brown seconded the motion. The motion passed 5 – 0.**

**Dwayne Woodsome made a motion to appoint the four Pittiglio children for the “Children’s Spirit of America” award. Dave Chauvette seconded the motion. The motion passed 5 – 0.**

## **10. OLD BUSINESS**

- a. Discuss/vote on Revised Personnel Policy

**Gary Lamb discussed with the Board of Selectmen the few changes that were made after the policy was given to staff to view. There were a few minor grammatical errors to be fixed, some additions regarding the new paid leave, and an exception for the Fire Department/EMS weekend staff for when the work week starts and ends.**

**Dave Chauvette made a motion that the Amended Personnel Policy to go into effect July 1, 2021. Michael Provencher seconded the motion. The motion passed 5 – 0.**

- b. Continued Discussion on Bennett Hill Road Legal Status

**There have been no changes to this topic as Gary Lamb has not had the time to sit down with Clyde & Hedy Smith.**

**Dwayne Woodsome stated that there are other roads too that need to be looked at as Holmes Road is not within the Town's right of way. The Board agreed Holmes Road needs to come back to the Agenda at another time.**

**11. OTHER**

- a. Discuss/vote to approve the minutes of the June 1, 2021, regular meeting.  
**Dwaye Woodsome made a motion to accept the minutes of the June 1 meeting as written. Dana Brown seconded the motion. The motion passed 4 – 0 – 1. Michael Provencher was not at the meeting so could not vote.**

**12. PENDING DECISIONS – none.**

**13. WEEK'S ACTION LIST:**

Right to Know training for the Selectmen

There will be an Executive Session Tuesday, June 22 at 5:00 p.m.. Mark Franco will be there hired by MMA to represent us in a Legal Matter. Also, Collette Robins from MMA Risk Management will be there.

**14. DISCUSSION OF AGENDA ITEMS**

Mike Gilpatrick, Code Enforcement Officer will be giving an Update at the next Selectmen's Regular Meeting July 6, 2021.

We have received the payment schedule from RSU#57 for the school budget.

Pete Smith added to his report that he met with MDOT regarding Route 202 & 5 paving. The paving will begin June 28<sup>th</sup> starting from the Alfred end. In Wateboro coming from Alfred there will be a designated right hand turn to turn right onto Route 202 and the yield sign will be gone.

**15. ITEMS NEEDING SIGNATURE**

**16. ADJOURN**

**Dwayne Woodsome made a motion to adjourn the meeting at 7:08 p.m.. Dana Brown seconded the motion. The motion passed 5 – 0.**