

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

Executive Session – Pursuant to 1 M.R.S.A §405 (6)(e) – Discussion with Legal Counsel

**Dwayne Woodsome made a motion to enter into Executive Session at 4:56 p.m.
Dana Brown seconded the motion. The motion passed 5 – 0.**

**Dave Chauvette made a motion to come out of Executive Session at 5:39 p.m.
Dana Brown seconded the motion. The motion passed 5 – 0.**

1. PLEDGE OF ALLEGIANCE

Chairman Abbott started the Regular Meeting at 6:00 p.m. with the Pledge of Allegiance.
Attendance: Dennis Abbott, Dwayne Woodsome, Dave Chauvette, Dana Brown,
Michael Provencher, Gary Lamb, Mike Gilpatrick, Peter Smith, Julie Giles, Dave Lowe,
Karina Graeter, Clyde Smith, and Laura Lowe.

2. PUBLIC HEARINGS – none

**3. ANNOUNCEMENTS – Gary Lamb announced that he will be leaving the Town of Waterboro as
Town Administrator as of August 6, 2021. He is not leaving on bad terms and the Selectmen
knew he would not be renewing his contract. Gary has taken a position as City Manager for the
City of Hallowell.**

**4. ADDITIONS OR DELETIONS TO AGENDA – The Selectmen added items 9f & 9g to the
Agenda**

**a. Dwayne Woodsome made a motion to add Discuss/vote on new PERS Plan for Waterboro
Firefighters to the Agenda. Dave Chauvette seconded the motion. The motion
Passed 5 – 0. This was added to New Business under #9f.**

**Dwayne Woodsome made a motion to add to the Agenda to Discuss/vote to enter into
agreement for an Executive Search for a Town Administrator. Dave Chauvette seconded
the motion. The motion passed 5 – 0. This was added under New Business #9g.**

5. APPOINTMENT

a. Mike Gilpatrick – Code Enforcement Update

Code Enforcement has been going strong. They have issued 123 Building Permits so far this calendar year with 24 as single family residents and have collected \$82,041 in permit fees. There has been a significant code update that is state mandated. Waterboro has adopted the latest State Building Codes "2015 International Building Code" effective March 2018. The biggest challenge of this new code is the fact that all new buildings will need a continuous layer of insulation and mechanical ventilation which will require blow door tests. Mike recommends that we require the contractors to hire a third party to do these tests as he is not trained in them nor does he have correct equipment. Mike held a training recently for Contractors/Code Officers and unfortunately only six people attended. Dave Lowe, I.T. Manager, asked if it would help to put some educational tools on the website for the public. Mike Gilpatrick and the Board thought this was a good idea. Dave will be working with Mike to get this done.

Mike then gave a video presentation on the iWorQ software he would like to purchase as he feels it will make the Code Enforcement office run more efficiently. Dennis Abbott stated that the Board supports anything that brings us into the 21st century and that the I.T. Manager, Mike, and the Town Administrator should get together to make sure this software fits with the software that we are currently using.

- b. Karina Graeter – SMPDC purchasing green electricity
Karina Graeter gave a video presentation regarding Solar Energy for Waterboro with the Southern Maine Solar Collaborative. This Solar Collaborative, if all of the Towns sign contracts, will be made up from the Towns of Kennebunkport, Kittery, Ogunquit, Old Orchard Beach, Fryeburg, and Waterboro. To date only Kennebunkport has signed a contract. The next steps will be the Selectmen to authorize the Town Administrator to sign the contract. The selectmen did not vote this evening on authorizing the Town Administrator and will revisit this topic at another meeting.

6. PUBLIC COMMENTS – none.

7. CORRESPONDENCE

- a. Treasurer’s reports
- b. Motor Vehicle Report

8. REPORTS & STAFF INITIATIVES

- a. **Selectmen’s reports** – none.

- b. **Town Administrator Gary Lamb’s report**

Activities next 30 days - Shirley Bartlett and I are working to prepare the tax commitment before August 6th. We hope to have the usual three mil rate estimates for the July 20th Selectmen’s meeting. While Shirley is the legally responsible party as Assessor to formally commit taxes and set the mil rate, she and I always want Selectmen’s discussion on this before she makes her mil rate decision. This discussion could be on July 20 and if necessary August 3rd also prior to commitment.

I will be typing up a great many notes for Matt and my successor concerning pending legal, HR, budgetary and other issues. I will also make myself available for up to 2 days to help orient my successor if Selectmen so desire.

I will get the town planner vacancy notice posted and begin collecting resumes prior to August 6th.

Land Swap update - I have been informed that final closing documents and funds were exchanged last week so this transaction has been completed and the Town now owns the former Foglio parcel on Bennett Hill Road. This land can be a future town gravel pit once our present pit is used up.

Middle School Generator Project - Bid proposals were advertised and are being mailed out for a 250KW generator to allow our Middle School to be a full service emergency shelter complete with kitchen, bathroom/shower and sleeping areas. Sealed bids are required to be submitted before noon on Friday July 30. Interested parties should call Chief Bors. RSU 57 is paying 25% of this project and FEMA will pay 75%.

American Rescue Plan Act funding update - Waterboro is scheduled to be eligible for 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 16th. York County will receive \$40 million in COVID relief ARPA funds. In fact, they received \$20 million recently and will get another \$20 million next year. I attended both County Commissioner's public hearings June 16th and 23rd in Sanford. At the request of water district supt. John Vacari, I stated our Water District staff may submit an application for a new storage tank, or well, since water, sewer and broadband expansions are within the scope of ARPA funds.

Lions Club Field light project - Normand's Electric is progressing with new lighting at Lion's Field, but they are still waiting for delivery of the new light fixtures. So far the new pole has been installed along with a new board for a new electrical panel. The CMP feed has been energized after the buried wire depth was checked and found to be code compliant. Craig Normand will complete the work ASAP once the fixtures arrive.

9. NEW BUSINESS

- a. Discuss/vote to approve a renewal liquor license for the Fraternal Order of the Eagles

Dwayne Woodsome made a motion to approve the renewal liquor license for the Fraternal Order of the Eagles. Michael Provencher seconded the motion. The motion passed 5 – 0.

- b. Discuss renting of the Town Hall

Todd Smith and the Town Administrator will revisit the Policy and update for the next Selectmen's meeting under Old Business.

- c. Discuss/vote to approve a Special Amusement Permit for Five Ponds Public House

The Selectmen cannot vote without a Public Hearing first according to the Special Amusement Permits Ordinance. The date for the Public Hearing was set for the next Selectmen's meeting on July 20, 2021, at 6:00 p.m.

- d. Discuss/possible vote for New Liquor License for new owner of Woody's Sports Bar

Gary Lamb stated, that per Liquor Commission Staff, the state does not require a Public Hearing in this situation as it is the same building, with a new owner. The Board decided not to hold a Public Hearing.

Dana Brown made a motion to accept the New Liquor License for the new owner of Woody's Sports Bar. Michael Provencher seconded the motion. The motion passed 5 – 0.

- e. Discuss/vote on Selectmen Liaisons to various committees

**The Selectmen decided on the following for the Liaisons for the various committees:
Cemetery Committee – Michael Provencher
Community Garden – Dave Chauvette
Conservation Commission – Dwayne Woodsome**

**Ecomaine Board of Directors – Dennis Abbott, Alternate Town Administrator
Economic Development – Dennis Abbott
Library Trustees – Michael Provencher
Olde Home Days – Michael Provencher
Planning Board – Dennis Abbott, Alternate Dwayne Woodsome
Public Safety Committee – Dave Chauvette
Road Review Committee – Dana Brown
Transfer Station and Recycling – Dennis Abbott
Zoning Board of Appeals – Dwayne Woodsome**

- f. Discuss/vote on new PERS Plan for Waterboro Firefighters

**Dwayne Woodsome made a motion to move the sample wording of A, B, C, and D as presented to the Board. Dave Chauvette seconded the motion.
The motion passed 5 – 0.**

- g. After meeting in Executive Session Discuss/vote for the Board to enter into agreement to start an executive search for a new Town Administrator

**Dwayne Woodsome made a motion to enter into agreement to start an executive search for a new Town Administrator. Dave Chauvette seconded the motion.
The motion passed 5 – 0.**

Michael Provencher made a motion to authorize the Chairman to look for a new Town Administrator utilizing MMA for the search. Dana Brown seconded the motion. The motion passed 5 – 0.

10. OLD BUSINESS

- a. Set date for Solar Ordinance Workshop

The Board set the date of July 20, 2021, at 5:00 p.m. for the Solar Ordinance Workshop.

11. OTHER

- a. Discuss/vote to approve the minutes of the June 15, 2021, regular meeting and the June 22, 2021, Special Meeting.

**Dwayne Woodsome made a motion to approve the minutes of the June 15 regular meeting and the June 22 Special meeting. Dana Brown seconded the motion.
The motion passed 5 – 0.**

12. PENDING DECISIONS

13. WEEK'S ACTION LIST

Gary to check with Lee Jay to see if July 20th is a good for him to be at the Selectmen's Solar Workshop either in person or by Zoom

Gary to get together with Todd Smith, Recreation Director, to draft amendments to the Building use Policy

Gary to get together with Shirley Bartlett to work on mil rate

14. DISCUSSION OF AGENDA ITEMS

Bring back to the next meeting the renting of the Town Hall
Set the Public Hearing for the Special Amusement Permit for Five Ponds Public House for next meeting at 6:00 p.m.

Peter Smith, DPW Director, stated that paving of Route 202 is supposed to start tomorrow, on the Alfred side, but due to the weather it keeps on being pushed back.

Dwayne Woodsome asked if we could put on our website whether or not paving is going on. Peter Smith, DPW Director stated he would keep Dave Lowe, IT Manager, updated so he can update the website daily.

15. ITEMS NEEDING SIGNATURE

- a. Renewal Liquor License or Fraternal Order of the Eagles
- b. Special Amusement Permit for Five Ponds Public House
This was not signed as the Board decided a Public Hearing needs to be done.
- c. Possible signing of New Liquor License for Woody's Sports Bar

16. Executive Session – Pursuant to 1 M.R.S.A §405 (6)(a) – Discussion of a Personnel Matter

Dana Brown made a motion to enter into an Executive Session at 7:30 p.m.

Dwayne Woodsome seconded the motion. The motion passed 5 – 0.

Dwayne Woodsome made a motion to come out of Executive Session at 7:50 p.m.

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

17. Adjourn

Michael Provencher made a motion to adjourn the meeting at 7:53 p.m. Dana Brown seconded the motion. The motion passed 5 – 0.