

**Minutes for Waterboro Board of Selectmen Meeting
October 19, 2021, at Waterboro Town Hall
5:45 Executive Session - 6:00 p.m. Regular Meeting
Amended November 16, 2021**

Executive Session - Pursuant to 1 M.R.S.A §405 (6)(a) – Discussion of a Personnel Matter – Interview potential committee member

All Selectmen were present for the Executive Session. Dwayne Woodsome arrived at 5:46 p.m.

**Michael Provencher made a motion to enter into Executive Session at 5:45 p.m.
Dave Chauvette seconded the motion. The motion passed 4 – 0.**

**Dana Brown made a motion to come out of Executive Session at 5:52 p.m.
Dave Chauvette seconded the motion. The motion passed 5 – 0.**

1. PLEDGE OF ALLEGIANCE – Regular Meeting

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

Attendance: Dennis Abbott, Dwayne Woodsome, Dave Chauvette, Dana Brown, Michael Provencher, Matt Bors, Michael Gilpatrick, Julie Giles, Dave Lowe, Matt Sampson, Jack Seery, Brigit McCallum, Everett Parker, Stacie Walker, Mary Parker, Vicky Edgerly, Clyde Smith, Stephen Everett, David Alves, Steve Blais, and Laura Lowe.

2. PUBLIC HEARINGS

- a. Public Hearing is to receive questions or comments regarding a Contract Zone Request for Map 005-049-001, 005-50 & 005 -51

Background: The Contract Zone Request from David Alves for a 36 unit residential complex was sent to the Planning Board by the Selectmen at their August 3, 2021 meeting for a concept review. The planning Board held a public hearing regarding this issue on September 16, 2021. The Planning Board voted 4 – 1 in for passing on a favorable recommendation to the Select Board for the Contract Zone request. A letter regarding this was sent from the Town Planner to the Board of Selectmen September 16, 2021. The Selectmen held a public hearing at their last meeting on October 5, 2021 but it was found that the Contract Zoning Agreement that was posted for the planning board public hearing and the one posted for the October 5, 2021 Selectmen’s public hearing differed. The one posted for the October 5, 2021 Selectmen meeting was missing the wording for the commercial space that was suggested by the Selectmen and added by the planning board. The Selectmen also decided to take out item number 1D that was in reference to the Old Railroad bed out of the contract. This public hearing now has the updated contract to reflect these corrections and updates.

Three residents that spoke at the last public hearing spoke again this evening against the Contract Zone agreement. All of them stated that they think the Selectmen should revisit the Comprehensive Plan for Waterboro as they felt that this project was not keeping in line with this plan. There was much discussion on this and once all comments and questions had ceased Chairman Abbott closed the public hearing at 6:37 p.m.

**Resident Vicky Edgerly requested that her opposition to the Contract Zone notes she read to the Selectmen in this meeting be added to these minutes. Her notes will follow the minutes.
These notes**

3. ANNOUNCEMENTS – none.

- 4. ADDITIONS OR DELETIONS TO AGENDA – Items added after the original posting of the Agenda**
Add to New Business under Agenda Item #9e – Discuss/vote to approve and sign the quitclaim deed for Map 55 Lot 042

Treasurer Julie Giles requested that the Selectmen add the quitclaim deed listed above to the Agenda. Dwayne Woodsome made a motion to add to the Agenda under New Business Item #9e Discuss/vote to accept and sign the quitclaim deed for Map 55 Lot 42. Dave Chauvette seconded the motion. The motion passed 5 – 0.

5. APPOINTMENT

Michael Gilpatrick – Code Enforcement Officer – Department Update

- a. Discuss/vote to sign the Consent Agreements for Map 6 Lot 9-1, Map 24 Lot 20, and Map 42 Lot A190

CEO Michael Gilpatrick went to the Board in regards to the amount of fine that should be charged to the owner of Map 42 Lot A190 for the building violation that started before he was CEO for Waterboro. The other map and lots listed above were not ready yet to go to the Selectmen and may be addressed by Mike at the Selectmen's next meeting.

It seems as though the fine that incurred for Map 42 Lot A190 is now up to \$15,000. The owner of the property did send a letter to the Selectmen requesting a reduction in the fine because of the cost of moving the house to the correct location on the lot. There was some discussion on this. It was decided with a motion that the amount of the fine be left up to Mike Gilpatrick.

Dwayne Woodsome made a motion to leave up to the code enforcement officer to negotiate anything over \$7500 for a fine for Map 42 Lot A190. Dana Brown seconded the motion. The motion passed 4 – 1 – Michael Provencher.

CEO Michael Gilpatrick also gave an update for the failing septic system located on Map/Lot: 011/042-10A. The septic has been completed but there is a question as to what account do we pay the excavating out of per Julie Giles, Treasurer. The Board decided it was not an issue for them and it can be sorted out later with Matt and the Treasurer.

6. PUBLIC COMMENTS

Brigit McCallum from the Garden Committee came before the Board requesting that a non-resident be allowed to be part of the Garden Committee. Chairman Abbott stated that we have to follow the Charter which states that all committee members have to be Waterboro residents. The only exception is the Economic Development Committee, which was formed after the Charter and has its own bylaws.

7. CORRESPONDENCE – Available by request

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

8. REPORTS & STAFF INITIATIVES

- a. Selectmen's reports

Dwayne Woodsome stated that the Road Review Committee did have a recent meeting and that they could use two more members. Liaison to the Road Review Committee Dana Brown stated that he was not informed by the Road Review secretary that there was a meeting and would appreciate it next time if he was.

Michael Provencher stated that he has noticed a lot of signs out around town advertising hiring and the thinks that they look terrible as they have been up for a long time. He was wondering if our DPW Dept. can pick them up. Dwayne Woodsome stated that we need to be careful of what signs we pick-up as we cannot pick up signs that are posted on the State's right of way on the road.

Dennis Abbott stated that the first- round of interviews were completed yesterday for the search for the Town Administrator and the second half of the first-round of interviews will be completed later this week. He reminded everyone that this procedure is being handled by Maine Municipal Association.

b. Interim Town Administrator's Report – Matt Bors

Town Hall/General

We have received one new application for the planner's position – Matt has emailed to the review team

RHR will be providing training to our Dep. Tax Collector and Dep. Treasurer for Reconciling taxes on November 15, 2021.

RHR will be at the Town Hall working on the Audit beginning November 16, 2021 for the week. All of our documents must be uploaded by November 8, 2021.

Public Works

Work plan – a handout from the DPW Director Peter Smith was handed out to the Selectmen showing completed work and work still to be done:

- 1. Ditching has been completed just shy of 12,800 feet. This is the result of three year old complaints.**
- 2. Took delivery of our 20 ton trailer to haul equipment**
- 3. Paved Star Hill Road, Webber Road, and shouldered them.**
- 4. Painted long yellow lines town wide but am still waiting on edge lines because of the paint shortage**
- 5. Prepped behind the Quonset hut at the Transfer Station for propane tanks**
- 6. Cleaned inside and outside of Town Hall and filled one 30 yard can, one load of brush, and three one ton loads of metal**
- 7. Flushed 6 culverts and cleared brush around stop signs and some intersections**
- 8. Wrote another grant and received another award of \$2000 from another safety grant for Risk Management.**
- 9. Received bids for new backhoe. Milton Cat was the winning bid. We are waiting on delivery.**
- 10. Had first meetings with the New Parks Committee on September 16, 2021, and on October 14, 2021. We will be getting together with Little League and library before any more money is spent.**
- 11. Took down 24 hazardous trees at Friendship Park and are scheduled to take down three more within two weeks.**
- 12. Started Fall Clean-up and Field preps.**
- 13. Had two Road Review meetings but only had a quorum for the October 14 meeting.**
- 14. Assisted with two bad vehicle crashes and two medical calls.**
- 15. Installed safety gates in front of the containers at the Transfer Station.**
- 16. Answered 148 Dig Safe requests.**
- 17. Gobel Park weekly clean-up, weed wacked the slope, pulled the buoys and picnic tables**
- 18. Answered 222 calls for service from March 2021 to current.**
- 19. Pulled Shoulders and repaired the washout with riprap by the dam on Chadbourne Ridge Road.**
- 20. Thyngs Mills Road, reshaped and ready for paving the turnaround once confirmed that the turnaround is on town owned land.**

21. Working with IWORQ's and Text my Govt. to set up software.
 22. Worked with I.T. Manager to get the Electronic sign-1 to function.
 23. Three wind/rain storm events – chasing water and trees – repaired wash outs
 24. Pulled Beaver Dams
 25. Signed contract with CMP for street light conversion to LED.
1. Paving for Ossipee Hill Road is scheduled for October 15, 2021 but due to the paving crew being quarantined that has been pushed back. Met with contractor today and they plan on pulling a little pavement and prepping for the base tomorrow, adding some gravel for coverage and taking the curve out of the hill on the Middle Road end. They plan on grading Friday and placing the base course on Saturday.
 2. Looking for a new Town Tree Company as the one we did business with went out of business.
 3. Pheasant Run and Aspen Way catch basins to be installed within a couple of weeks by contractor. Ricker Lane catch basins, culvert, and reshape and pave the turn around to be done by the same contractor. Both of these projects have signed easements in hand.
 4. Waiting for an appointment with MDOT for the repairs on the ramp at Gobel Park, old Town Dump on Bennett Hill Road sink holes and maintenance of the location.
 5. Working with MDOT for posting for speed limits on some roads of concern. There is a 6-8 month process with MDOT.
 6. Working with Code Enforcement and Planning Department for upcoming projects.
 7. Still have ditching and shoulders scheduled for Evergreen Drive, Mast Camp Road, and Woodland Drive.
 8. Still waiting on the heating system for the Quonset Hut.
 9. Josh Andrews working on prices for paving down by the cans.

Software update – Code Enforcement is almost ready to be up in running with the new IWORQ's software. DPW is 3-4 weeks behind this. When both are fully up and running they will be able to see each other's work and send work back and forth.

Street Light Conversion Update - We signed and sent the agreement to CMP for our upgrades to the streetlights. They are currently scheduling on or around the 2nd quarter of next year

Library

Book, Bake and Plant sale raised over 600.00 this past Saturday

9. NEW BUSINESS

- a. Discuss/vote to appoint a member to the Library Board of Trustees

Dave Chauvette made a motion to appoint Bethany Woodsome to the Library Board of Trustees. Michael Provencher seconded the motion. The motion passed 5 – 0.

- b. Discuss/vote to sign the Alves Contract Zone Agreement for Map 005-049-001, 005-50, & 005-51

Chairman Abbott started the discussion with some background information. He explained that this is what the public hearing was on this evening and that it was a request from DMA Building Corp. who requested a contract zone district, exclusive to this property, from the Town of Waterboro to allow a density change from 40,000 SF to 20,000 SF minimum lot size to construct a 36 residential units with some commercial space. There was much discussion on this including what the Contract Zone Agreement is for, traffic patterns, and the water system. Not all Selectmen are for the agreement.

Dwayne Woodsome made a motion to approve the Alves Contract Zoning Agreement contingent of a traffic study being done by the Developer prior to Planning Board approval. Dana Brown seconded the motion. The motion passed 3 – 2. Dave Chauvette & Michael Provencher.

- c. Discuss/vote to approve the FY 2021 Abatements

Dwayne Woodsome made a motion to approve the 2021 Abatements request from Shirley Bartlett. Dave Chauvette seconded the motion. The motion passed 5 – 0.

- d. Discuss/vote to reschedule the Selectmen’s first meeting date in November due to the Election

Michael Provencher made a motion to change the date of the Selectmen’s meeting scheduled for November 2, 2021 to November 1, 2021 because of the Election. Dana Brown seconded the motion. The motion passed 5 – 0.

- e. Discuss/vote to approve and sign the quitclaim deed for Map 55 Lot 042

Dwayne Woodsome made a motion to approve and sign the quitclaim deed for Map 55 Lot 42. Michael Provencher seconded the motion. The motion passed 5 – 0.

10. OLD BUSINESS – none.

11. OTHER

- a. Discuss/vote to approve the minutes of the October 5, 2021, regular meeting.

Dana Brown made a motion to approve the minutes of the October 5, 2021 meeting. Michael Provencher seconded the motion. The motion passed 5 – 0.

12. PENDING DECISIONS

13. WEEK’S ACTION LIST

14. DISCUSSION OF AGENDA ITEMS

Chairman Abbott asked the other Board members if they had anything to add to the next Agenda. If they do they need to get it to him before noon on the Friday before the next meeting so that it can be added to the agenda.

15. ITEMS NEEDING SIGNATURE

- a. Alves Contract Zone Agreement
- b. Consent Agreements
- c. FY 2021 Abatements

The consent agreement was not signed by the Selectmen as they voted to leave the fine amount up to the Code Enforcement Officer and that the charge should not be under \$7500. Therefore there needs to first be another discussion between the owner of the property and the Code Enforcement Officer before the Selectmen can sign it.

16. ADJOURN

Michael Provencher made a motion to adjourn the meeting at 7:59 p.m. Dwayne Woodsome seconded the motion. The motion passed 5 – 0.

Workshop immediately following regular meeting – The Selectmen will have a workshop to discuss the outcome of the meeting Matt Bors had with staff, Trio, and RHR Smith regarding year end.

The Selectmen did conduct the Workshop planned.