

**Town of Waldoboro, Maine
Select Board Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, September 23, 2014**

1. **Call to Order** – The workshop was called to order by Chairman Clinton Collamore at 4:00 p.m. with a quorum present. Other members present were Joanne Minzy, Carl Cunningham, Ted Wooster and Ronald Miller.

Staff present were Town Manager Linda-Jean Briggs and Public Works Director John Daigle. Others present was Craig Lewis and John Higgins.

2. **Workshop - Boards and Commissions Policy Discussion** – Discussion included the current structure, procedures and functions for current boards and committees. Several suggestions were made on future improvements that could be made to improve the function of existing Waldoboro boards and committees.
The Town Manager will be making changes to the policy as discussed at the workshop and will bring a draft back before the Board.

3. **Recess until Regular Meeting** – The Board recessed at 6:01 p.m.
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1. **Reconvene as the Board of Selectmen at 6:00 p.m.** – The Board of Selectmen reconvened at 6:03 p.m. with all members present.

Staff present were Town Manager Linda-Jean Briggs, Town Clerk Linda Perry, Public Works Director John Daigle, Deputy EMS Director Michael Poli, Fire Chief Paul Smeltzer, Assistant Fire Chief Bill Maxwell, Finance Director Eileen Dondlinger and Public Works Equipment Operator Gifford Campbell. Others present were John Higgins, Craig Lewis, Edward Fisher, Robert Butler, Seth Hall, Lincoln County News Reporter Dominik Lobkowitz, Courier-Gazette Reporter Beth Birmingham and LCTV Station Manager Mary Ellen Crowley.

2. **Pledge of Allegiance.**

3. **Public Hearings:**

- 3.1. **Special Amusement Permit Renewal for Jeff Hurd d/b/a The Narrows Tavern** - Chairman Clinton Collamore opened the hearing at 6:04 p.m. Town Manager Linda-Jean Briggs read a letter from Police Chief William Labombarde recommending approval of the Special Amusement Permit Renewal for The Narrows Tavern. There were no other comments for or against the Special Amusement Permit Renewal Application.

On the motion of Wooster/Miller, the Board Voted 5-0 to approve the Special Amusement Permit Renewal application for Jeff Hurd d/b/a The Narrows Tavern.

4. **Adjustments to the Agenda** – Item 7.3.1 was added and immediately read into the record.
5. **Citizen Comments** – Seth Hall, Dominik Lobkowicz, Ted Wooster, Ronald Miller, Robert Butler, Linda-Jean Briggs and Clinton Collamore were present with comment.
6. **Town Manager’s Report** – The Town Manager reported the following:
 - She met with LCED to discuss brownfield grants that may be available.
 - She attended transfer station committee—listened to their concerns on committee make-up.
 - Out to bid on transfer station scales—opened bids on 9/23/14—she will make recommendations to the board at this meeting
 - Out to bid on paving and Town Office repairs—opened bids 9/19/14—she will make recommendation to the board at this meeting
 - The new cruiser has arrived, it will be lettered this weekend and equipment will be installed as soon as it is received.
 - She dealt with a number of personnel issues.
 - She attended Police Department training.
 - She attended the Lions Club meeting and talked about the Domestic Violence Victims advocate as well as the water project.
 - She attended joint meeting of the Select Board and Budget Committee to discuss the water project.

Things for you to consider:

- Water project highlights. The water district is looking for a bond in the amount of \$175,000 to replace nearly one century old pipes on Elm St. and Pine St. at approximately 1% interest over 20 years. This question will be placed on the ballot for consideration. All residents should know the cost of this bond will be borne by the rate payers of the Water District. This should not have impact on the taxpayer or those outside the water district.
- The 90 day period with which you can dispute the FEMA flood map designation is approaching. If you received a postcard from the town, your property may be affected by the change to the map. You are encouraged to contact FEMA at: 1-877-FEMA-MAP or e-mail the FMIX staff at FEMAMapSpecialist@riskmapcds.com
- She receives complaints on a near daily basis of trash and debris located on property throughout town—consider providing some ordinance which would allow us to address and enforce health and safety concerns

- Review all ordinances to address the direction the Town wants to go based on findings and values defined in the comprehensive plan
- A reminder to all businesses and residents the Fireworks Ordinance is in effect and will be enforced. If someone is shooting off fireworks in a restricted area, you are asked to contact the Waldoboro Police Department. You can access for fireworks ordinance through the following URL:
<http://waldoboromaine.org/index.php/departments/fire/348-new-fireworks-ordinance>

7. Consent Calendar – Carl Cunningham, Linda-Jean Briggs and John Daigle were available for comment. On the motion of Wooster/Miller, the Board Voted 5-0 to approve the consent calendar as follows:

7.1. Approve Meeting Minutes for September 09, 2014.

7.2. Financial Warrants & Reports:

- 7.2.1. Warrants #20, 21, 22, & 23.
- 7.2.2. Waldoboro HRA Operating Warrant - 08/2014.
- 7.2.3. Waldoboro Water Department Operating Warrant - 08/2014.
- 7.2.4. Financial Reports - August 2014.

7.3. Correspondence:

7.3.1 YMCA Correspondence - Town Manager Linda-Jean Briggs read a letter from Interim Director Bob Young referencing updates which included the YMCA obtaining a license from the State for an after school child care program at the Miller School. In collaboration with the Medomak Art Project they are planning an open house at Old Number Nine, on October 16th at 6:00 p.m. This open house will be an opportunity for people to be introduced to a number of program possibilities and is intended for all ages. The YMCA executive director search is underway with resumes' due by October 3rd. It is planned that a new executive director will be on board by December 1st at the latest. Also included was an update on the revised building plan.

7.4. Quitclaim Deed(s) / Mortgage Discharge(s):

- 7.4.1. Quit Claim Deed for Structure Formerly Owned by John D. Harvey, 449 Gross Neck Rd., Tax Map R2 Lot 45.
- 7.4.2. Quit Claim Deed for Structure Formerly Owned by Michael N. Collyer, 381 Gross Neck Rd., Tax Map R2 Lot 45.

7.5. Department Reports:

- 7.5.1. Assessing & General Assistance - August.
- 7.5.2. Finance & Customer Support - August.
- 7.5.3. Town Clerk - August.
- 7.5.4. Emergency Medical Services - August.
- 7.5.5. Fire Department - August.
- 7.5.6. Police Department - August.
- 7.5.7. Shellfish - August.
- 7.5.8. Emergency Management - No Report Submitted.
- 7.5.9. Recreation - No report Submitted.
- 7.5.10. Public Works – August.
- 7.5.11. Transfer Station - Have not received report from Lincoln County yet.

7.5.12. Planning & Development / Code - No report.

8. **Old Business** – None.

9. **New Business:**

9.1. **Fire Department Service Billing Ordinance** – Fire Chief Paul Smeltzer gave a detailed explanation of the proposed Fire Department Service Billing Ordinance. Ronald Miller, Clinton Collamore, Ted Wooster, John Higgins and Linda-Jean Briggs had questions and comments.

On a motion of Miller/Cunningham, the Board Voted 5-0 to place the Proposed Fire Department Service Billing Ordinance on the November 4, 2014 Special Town Meeting Warrant.

9.2. **Execute Warrant for Special Town Meeting for November 4, 2014** – On the motion of Miller/Cunningham, the Board Voted 5-0 to execute the Warrant for the Special Town Meeting on November 4, 2014.

9.3. **Set Public Hearing Date for Special Town Meeting** - On the motion of Cunningham/Miller, the Board Voted 5-0 to set the Public Hearing date for the Special Town Meeting on October 14, 2014, at 6:00 p.m.

9.4. **Board / Commissions Appointments** – Seth Hall and Joanne Minzy had comments.

9.4.1. Scott Byrd, Conservation Commission

9.4.2. Edward Fisher, Conservation Commission.

On the motion of Cunningham/Wooster, the Board Voted 5-0 to appoint Scott Byrd and Edward Fisher to the Conservation Commission for 5 year terms.

9.5. **Transfer Station Scale Bid** – On a motion of Wooster/Minzy, the Board Voted 4-1 (Miller opposed) to award the Transfer Station Scale Bid to Jarr Management Inc. in the amount of \$197,000. This was on the recommendation of Town Manager Linda Jean Briggs and Transfer Station Manager John Daigle. Carl Cunningham, Ronald Miller, John Daigle, Linda-Jean Briggs and Seth Hall were available with questions and comments.

9.6. **Paving Bid** – On a motion of Minzy/Wooster, the Board voted 5-0 to award the Paving Bid to Lane Construction in the amount of \$295,229 on the recommendation of the Public Works Director, John Daigle. Ronald Miller and John Daigle were available for comments and questions

10. **Executive Session(s)** – On the motion of Cunningham/Miller, the Board Voted 5-0 to convene in Executive Session at 6:56 p.m. pursuant to 1 M.R.S.A. 405 (6)(F) as Philbrook Fund Trustees to discuss application #2015-1.

On the motion of Miller/Wooster the Board Voted 5-0 to resume regular session at 7:08 p.m.

On a motion of Miller/Wooster, the Board Voted 5-0 to deny Philbrook Fund Application #2015-1.

- 11. Adjourn** – On a motion of Collamore/Miller, the Board Voted 5-0 to adjourn at 7:09 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Clinton E. Collamore, Chairman

Joanne Minzy, Vice-chair

Ronald L. Miller

Theodore M. Wooster

Respectfully submitted,

Linda E. Perry, Town Clerk

Carl W. Cunningham