

Town of Waldoboro, Maine
Select Board Meeting Minutes
Municipal Building - 1600 Atlantic Highway
Tuesday, January 13, 2015

1. **Call to Order** – The Workshop was called to order at 5:06 p.m. by Chairman Clinton Collamore with a quorum present. Other members present were Vice Chair Joanne Minzy, Carl Cunningham, Ted Wooster and Ronald Miller

Staff present were Town Manager Linda-Jean Briggs, Town Clerk Linda Perry, Assessors Agent and G.A. Administrator Darryl McKenney and, Deputy E.M.S. Director Michael Poli.

2. **Workshop** – Continued discussion and update Select Board roles, responsibilities, goals and objectives. Future goals the Board has set will be to update the Comprehensive Plan, encourage economic development and also introduce future rail transportation, local taxi service and high speed internet.
 3. **Recess until Regular Meeting** - The Board recessed at 5:57 p.m.
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1. **Reconvene as the Board of Selectmen at 6:00 p.m.** – The meeting was called to order at 6:04 p.m. by Chairman Clinton Collamore with a quorum present. Other members present were Vice Chair Joanne Minzy, Carl Cunningham, Ronald Miller, and Ted Wooster.

Staff present were Town Manager Linda-Jean Briggs, Assessors Agent and G. A. Administrator Darryl McKenney, Police Chief William Labombarde, Town Clerk Linda Perry, Deputy E.M.S. Director Michael Poli, Finance Director Eileen Dondlinger, Public Works Director John Daigle, Fire Department Captain John Blodgett, Assistant Fire Chief William Maxwell, Public Works Equipment Operator Gifford Campbell, R.S.U. #40 Superintendent Steve Nolan, R.S.U. #40 Board Chairman Danny Jackson, Katherine Winchenbach, Geraldine Hungerford, Jeanette Wheeler, Carole MacDonald, Nancy Gault, Robert Gault, David Starr Jr., Robert Butler, LCTV Station Manager Mary Ellen Crowley, and Courier Gazette Reporter Beth Birmingham.

2. **Pledge of Allegiance.**
3. **Public Hearings:**

- 3.1. **Liquor License Renewal for Laura M. Cabot d/b/a Laura Cabot Catering** – A letter was submitted by Police Chief William Labombarde recommending the renewal of the Liquor License for Laura M. Cabot d/b/a Laura Cabot Catering. There were no other comments regarding the Liquor License Renewal request for Laura Cabot Catering. Chairman Clinton Collamore closed the Public Hearing.

On the motion of Wooster/Miller, the Board voted 5-0 to approve the Liquor License Renewal for Laura M. Cabot d/b/a Laura Cabot Catering.

4. **Adjustments to the Agenda** – On the motion of Cunningham/Miller, the Board voted 5-0 to remove 10.2 from the Agenda.

5. **Citizen Comments :**

On behalf of the Town of Waldoboro, Chairman Clinton Collamore accepted a check for \$500 from The Concerned Citizens of Waldoboro for fuel assistance to help assist Waldoboro residents through the winter months.

Chairman Clinton Collamore read a letter from Mid Coast Community Action thanking the Town for the continued support and the appropriation of \$1900 to help them continue to assist the residents of Waldoboro.

Vice Chair Jann Minzy read two letters addressed to the Selectmen. The letters were from Clinton Vannah and Malory Robbins thanking the Board for awarding them the George Genthner Scholarship.

6. **Town Manager's Report** – The Town Manager reported the following:

- Wishing all a Happy New Year.
- The Today Show did a nice piece over the past two weeks, highlighting the junk to art display on Bremen Road. We have a link to the video on our website, in case you missed it.
- Her condolences to the Raymond family. Randy was a good man, admired by many and a loss to the community.
- She represented Waldoboro at a Lion's gathering.
- She attended Officer John Lash's graduation from the Basic Law Enforcement Police Academy. He did quite well and graduated number 2 in his class.
- Our emergency staff responded to a number of vehicle accidents. We ask the public to drive in accordance with weather conditions. If you don't need to leave your home or business during a storm, please stay put.
- Further, we ask your patience as our crew gets out clearing the streets.
- A number of employees have joined together as a group to Get Fit/Weight Loss competition. This is a six month program which we hope will provide encouragement and inspiration. There is a prize which will be given to the person losing the largest percentage of weight. You are welcome to join us. Confidential weigh-ins on Monday or Tuesday.
- Department Heads have received a copy of an evaluation form. She has asked each of them to evaluate themselves and a second copy to evaluate her. She has done this in advance of the Board's evaluation.
- She spoke at the Waldoboro Women's Club. She explained the importance of updating the comprehensive plan to provide direction for future development.
- You may have noticed trees being cut along Depot St and others. This project is

being done at CMP request and expense. The Town has an agreement with them to move the cut wood. It is donated to organizations that will process it and make it available to those needing a helping hand. Coordination of this effort is in accordance with the General Assistance guidelines.

7. Consent Calendar – On the motion of Miller/Wooster, the Board voted 5-0 to approve the consent calendar as follows:

7.1. Approve Meeting Minutes for November 18, 2014 and December 9, 2014.

7.2. Financial Warrants & Reports:

7.2.1. Warrants #46, 47, 48, 49, 50, 51, 52, 53 & 54.

7.2.2. Waldoboro HRA Operating Warrant - 11/2015.

7.2.3. Waldoboro Water Department Operating Warrant - 11/2014.

7.2.4. Financial Reports - 12/2014.

7.2.5. RSU / MSAD #40 Warrants - None.

7.3. Correspondence – None.

7.4. Quitclaim Deed(s) / Mortgage Discharge(s) - None

7.5. Department Reports:

7.5.1. Assessing & General Assistance - November.

7.5.2. Finance & Customer Support - November.

7.5.3. Town Clerk - November.

7.5.4. Emergency Medical Services - November.

7.5.5. Fire Department - November.

7.5.6. Police Department - November.

7.5.7. Shellfish - November.

7.5.8. Emergency Management - November.

7.5.9. Recreation - November.

7.5.10. Public Works - November.

7.5.11. Transfer Station - October & November.

7.5.12. Planning & Development - None.

8. Old Business – None.

9. New Business:

9.1. Meet with Superintendent Steve Nolan – R.S.U. #40 Superintendent Steve Nolan introduced himself and gave the Board a copy of the proposed budget timeline. He spoke about getting started on the school budget and gave an explanation on its history, future, and the impact the funding formula may have on Waldoboro.

9.2. Boundary Line Agreement with Robert & Nancy Gault – An explanation of the recommended boundary line agreement was given by Surveyor David Starr, Jr. who is representing the Robert and Nancy Gault.

On the motion of Wooster/Miller, the Board voted 5-0 to table any action until the abutting property owners were notified and have approved the proposed boundary line agreement.

- 9.3. Revised Boards and Commissions Policy** - The Board reviewed the revised Boards and Commissions Policy and recommended some changes. These changes will be made and be submitted to the Selectmen.
- 9.4. Job Descriptions** – Town Manager Linda-Jean Briggs brought the completed jobs descriptions to the Board that had been requested.
- 9.5. Enforcement of Dangerous Building Statute.** Town Manager Linda-Jean Briggs presented the Board with the Statue concerning Dangerous Buildings and request that they provide direction as to whether you wish to identify and enforce dangerous buildings beyond voluntary compliance.

On the motion of Cunningham/Miller, the Board voted 5-0 to table this to the next meeting and determine what the cost to the Town would be to proceed.

- 9.6. Unrestricted Fund Balance Policy** – Town Manager Linda Jean Briggs gave a brief explanation of the proposed Unrestricted Fund Balance Policy that she is recommending that the Selectmen adopt. This item will be included on the agenda for the January 27th meeting for the Boards approval.
- 9.7. Planning Board Application - Charles Flint** – On the motion of Miller/Cunningham, the Board voted 5-0 to appoint Charles Flint as a member of the Waldoboro Planning Board with his term ending in 2017.
- 9.8. Interstate Septic Contract Renewal** - On the motion of Cunningham/Miller, the Board voted 5-0 to renew the contract with Interstate Septic.

10. Executive Session(s):

On the motion of Miller/Wooster, the Board voted 5-0 to convene in Executive Session pursuant to 1 M.R.S.A. §405(6) (F) as Philbrook Fund Trustees to discuss application #2015-7.

On the motion of Miller/Wooster, the Board voted 5-0 to resume regular session at 7:35 p.m.

On the motion of Miller/Wooster, the Board voted 5-0 to approve Philbrook Fund application #2015-7 in the amount of \$400.

- 11. Adjourn** – On the motion of Cunningham/Minzy, the Board voted to adjourn at 7:40 p.m.

Board of Selectmen:
Town of Waldoboro, Maine

Clinton E. Collamore, Chairman

Joanne Minzy, Vice-chair

Ronald L. Miller

Respectfully submitted,

Theodore M. Wooster

Linda E. Perry, Town Clerk

Carl W. Cunningham