

Town of Waldoboro, Maine
Select Board Meeting
Municipal Building - 1600 Atlantic Highway
Tuesday, June 27, 2017 – 6:00 p.m.

“New England has no better Americans than the Waldoboro Folk”, The Boston Herald - 1919.

1. **Call to Order** - This meeting was called to order at 6:00 p.m. by Town Manager Julie L. Keizer with a quorum present. Present were Clint Collamore, Jann Minzy, Robert Butler, Abden Simmons, and Katherine Winchenbach.

Also present were Town Manager Julie L. Keizer, Finance Director Eileen Dondlinger, REC Director Marcus Benner, EMA Director Kyle Santheson, John Higgins, Joan Atkinson, Seth Hall, Marcia Smolin, Chris Jones, John Lawrence, Ted Wooster, Courier Reporter Beth Birmingham, and Lincoln County News Reporter Alex Violo.

1.1. Election of Officers:

1.1.1.1. Chair of the Select Board - On the nomination of Butler / Simmons, the Board voted 4-1 (Collamore abstained) to elect Clint Collamore as Chair of the Select Board.

1.1.1.2. Vice-chair of the Select Board - On the nomination of Butler / Simmons, the Board voted 4-1 (Winchenbach opposed) to elect Jann Minzy as Vice-chair of the Select Board.

1.1.1.3. Chair of the Board of Assessors - On the nomination of Collamore / Winchenbach, the Board voted 5-0 to elect Bob Butler as Chair of the Board of Assessors.

1.1.1.4. Vice-chair of the Board of Assessors - On the nomination of Minzy / Butler, the Board voted 4-0 (Simmons abstained) to elect Winchenbach as Vice-chair of the Board of Assessors.

2. **Pledge of Allegiance.**

3. **Public Hearings - None.**

4. **Adjustments to the Agenda** - On the motion of Butler / Winchenbach, the Board voted 5-0 to move item 9.5. to 10.2.

5. **Citizen Comments** - Clint Collamore, Seth Hall, Abden Simmons, Jann Minzy, Bob Butler, and John Higgins had comment.

6. **Town Manager’s Report:**

Flags – We are working on getting a 501(c)(3) to sponsor this project.

Pine Street Landing/Acquisition/Grant – Surprisingly the State has granted us an

extension to October of 2018 for the SHIP grant. Longer than anticipated but that is good news.

We are waiting for a response from the yellow book appraiser. But we are back on track.

Dangerous Buildings – The service of the notices has begun and the first notice appeared in the paper this week!

Planning Director Position – Bill Najpauer has provided a draft agreement. I will be doing a comparison of current cost of the position against the draft agreement. We may have to sacrifice some office time for Bill himself to attend our Comprehensive Plan meetings and Planning Board meetings, however I think this may be well worth the investment. I will have this for you on Monday. They can begin mid-July.

Sylvania Task Force – A meeting with the DEP and the Task Force is scheduled for June 27th at 1:00 pm. Ledvance representatives will also be in attendance.

Tobacco Free Policy for Recreation – At the June 27th meeting a representative from Lincoln Health will be attending the Select Meeting to discuss an update to our existing policy including updating our existing signs for free! Please see attached.

58 School Street - I have had an inquiry from 58 School Street, the property owners would like to know if we are interested in the home, it abuts AD Gray, I am thinking that the answer at this point would be no, but would appreciate your thoughts. See attached letter.

Playground – I am happy to report that with the LWCF grant back in play the playground has a new breath of life. They will be holding their first fundraiser in July with an outdoor movie at AD Gray.

Post Incident Review Board Police Involved Shooting Report – We will be receiving policies from the Chief in the weeks to come.

Lincoln County Planning- I attended the Lincoln County Planning Commission meeting this week. They would like me to be a member. Jenn Merritt is the other Waldoboro representative, if you so desire I would be glad to serve.

Solar RFP – Putting the finishing touches on the Solar RFP. I will have this to you on Monday. I apologize for the lateness of this, but I want to make sure we are doing this correctly and that we will be able to fully analyze the responses we receive to the RFP. A goof RFP makes all the difference in the world.

Elm Street Project – Met with John Daigle and the DEP today to speak about the Elm Street culvert replacement.

Comp Plan – I attended the Comp Plan meeting this week, I think that this is a very

important exercise that requires attention. I am hopeful that if we are successful in acquiring the services of Bill Najpauer this will help this Committee move along. I get the impression that there is some frustration as this has been a long-time project.

Parking Area Fence - We are getting lots of compliments on how the park/parking area on Route 32 looks. The fence was put in by DPW. The sidewalk from Mill Street to Hannaford is going out to bid in July!

Senior Meeting – I attended the senior meeting this week. They asked for some more trips and they would like bingo on a Saturday or Sunday afternoon.

Spectrum/Charter – Had a phone conference with Spectrum this week. They are sending out engineers to survey some spots not served or underserved. We will see what comes of this. We also spoke about the lapsed franchise agreement. I will need some history on the franchise agreement if anyone can speak about that please let me know, or let me know who I should speak with.

Attorney Billing – I received the first attorney bill since I arrived it had less detail than I am accustomed so I asked that they provide more detail which they did. I wanted you to be aware in the event you hear I was questioning the billing, I like to see the subject, the attorney working on it and the actual time billing not just a bulk bill. Since March we have spent \$1,387 on legal fees for the dangerous building process, bear in mind we can add that to a lien on the properties.

Records Retention – I took some time this week to finally go through the boxes of paperwork in my office. There were some items ready to be packed away or thrown away that I found to be quite interesting and valuable. We have commissioned many studies, which I am sure cost good money that appear to be languishing, or forgotten, I am hoping that we are not constantly re-inventing a wheel we already paid for! Anyway, I did find that some items were not needed and able to be shred or there were copies of copies (lots of copies of copies of copies) and a ton of old magazines. I bring this up because I really want to have grasp on what we have spent our money on in the past and perhaps some of these studies have value even today. I would like to amass these items and review them with you the Select Board and perhaps see which ones you think worthy of pursuing. If we could add this to our goals that would be lovely.

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

7.1. Approve Meeting Minutes - June 13, 2017

7.2. Financial Warrants & Reports:

7.2.1. Warrants #94, 95, 96, & 97.

7.2.2. Waldoboro HRA Operating Warrant - None.

7.2.3. Waldoboro Water Department Operating Warrant - 5/2017.

7.2.4. Financial Reports - None.

7.3. Correspondence:

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

8. Old Business:

8.1 Flags for Waldoboro Update - Jann Minzy updated the Board regarding American flags that will be attached to some of the CMP poles in town

8.2 American Legion Memorial Day Parade Update - The Town Manager and Butler will attend a future American Legion meeting to discuss involvement in the Memorial Day festivities.

8.3 Dangerous Building Process Update - The Town Manager updated the Board regarding the dangerous buildings.

8.4 Pine Street Grant Update - Addressed during Manager's Report.

9. New Business:

9.1. Tobacco Policy Update - On the motion of Butler / Simmons, the Board voted 5-0 to adopt the Recreation Department Tobacco Policy update with the amendment of striking the words 'park &' from the document.

9.2. Request for Base Radio Funding Emergency Management - On the motion of Butler / Minzy, the Board voted 5-0 to transfer up to \$2,000 from each of the Fire, Police, and EMS Department's operating budgets to the Municipal Building Capital Reserve Fund to be designated for the base radio replacement at the end of fiscal year 2017 depending upon availability of funds.

9.3. RFP Solar PV System Services - On the motion of Butler / Winchenbach, the Board voted 5-0 to authorize the Town Manager to proceed with the RFP with input from the Committee, and proceed according to the schedule that is set.

9.4. Goals & Objectives for 2017-18 - It was the consensus of the Board to schedule a workshop on July 25, 2017 at 5:00 p.m. regarding this item.

~~**9.5. Planning Director Transition**~~

9.6. Interview Subcommittee - On the motion of Butler / Minzy, the Board voted 5-0 to change the committee interview policy to include only those that are new to a committee. Winchenbach and Simmons were volunteered to be on the Committee Interview Sub-Committee.

9.7. Chip Outreach Meeting - The Chair added a meeting with CHIP to the agenda of July 25, 2017.

On the motion of Simmons / Minzy, the Board voted 5-0 to appoint Bob Butler to the Sylvania Task Force in the place of Collamore.

10. **Executive Session(s)** - On the motion of Butler / Winchenbach, the Board voted 5-0 to convene in Executive Session at 7:52 p.m. pursuant to 1 M.R.S.A. §405 (6) (A) for a personnel matter.

On the motion of Butler / Winchenbach, the Board voted 5-0 to resume regular session at 8:30 p.m.

11. **Adjourn** - On the motion of Butler / Winchenbach, the Board voted 5-0 to adjourn at 8:30 p.m.

Select Board: _____
Town of Waldoboro, Maine Clinton E. Collamore, Chair

Joanne Minzy, Vice-chair

Robert L. Butler

Respectfully submitted,

Abden S. Simmons

Liam D. Ducharme, Executive Assistant

Katherine W. Winchenbach