

**Town of Waldoboro, Maine  
Board of Selectmen Meeting Minutes  
Municipal Building  
1600 Atlantic Highway  
Tuesday, July 25, 2006 6:00 p.m.**

**1. Call to Order.**

The Board of Selectmen met at the Municipal Building on Tuesday, July 25, 2006 at 6:00 p.m. to conduct town affairs. This meeting was called to order by Chairman Carleton Johnson, with a quorum present.

Members present were Rebecca Maxwell, Ted Wooster, Ellen Winchenbach, Delia Mohlie, and Chairman Carleton Johnson.

Staff present was Town Manager Lee Smith and Patrolman Lance Mitchell.

Residents present were Edward Karkow, Kirsty Karkow, and Russell Anderson.

Others present were Mary Ellen Crowley representing Lincoln County Television, Michael Colbert representing the Lincoln County News, and Jennifer Merritt representing the Waldoboro Business Association.

**2. Citizen Comments.** (for items not on the agenda). – *None*.

**3. Public Hearings.**

A. Affordable Housing Study Public Hearing

Chairman Johnson called the Union, Waldoboro, and Washington DRAFT Housing Assessment public hearing to order at 7:00 p.m.

The Draft Affordable Housing Assessment presents demographic data and trends in order to quantify housing needs specific to the community. The assessment aims to foster more affordable housing through cooperation between municipal government, state government, non-profit organizations, citizen groups and the private sector. The Affordable Housing Study will also document current conditions for use with future State funding.

Midcoast Regional Planning Commission Planning Director Eric Galant was present to facilitate a presentation. He stated the population growth in Waldoboro is due mainly to the in-migration of new residents rather than through natural increase (births to residents). Waldoboro had the largest net migration in the study area with a net of 241 persons in the 10 year study period creating a healthier mix in the population.

Galant continued by pointing out the number of households is growing faster than the population therefore housing needs are greater than the growth in total population would

indicate. For the 10 year study period the number of households in Waldoboro increased 14.1% while the average size of households decreased 5.8%. When these two trends are considered together they indicate the presence of more retiree, single-person, and single-parent households.

In the study area Waldoboro had the greatest number of older homes. Older housing would indicate more housing rehabilitation needed.

Affordable Housing Study Committee Representative Russell Anderson felt Coastal Economic Development should consider setting up a satellite office in Waldoboro to help with housing development. Galant indicated the Study Committee would meet in August to complete the action plan recommendations and a final report would be submitted to the Board of Selectmen.

There were no public comments at the hearing.

Chairman Johnson closed the public hearing at 8:10 p.m.

**4. Approve Consent Calendar.**

On the motion of Maxwell / Wooster, the Board **VOTED: To approve the consent calendar as follows (Vote 5-0):**

**A. Regular meeting minutes - July 11, 2006.**

**B. Warrants & Financial Reports:**

1. General Fund Warrants 1, 2, 3 and 52A.
2. Payroll Warrants 2 and 3.
3. Water Department Operating Warrant - #66.

**C. Departmental Reports.**

1. Assessing – June 2006
2. General Assistance – June 2006
3. Police Department – June 2006
4. Recreation Department – June 2006
5. Solid Waste Management – June 2006

**D. Communications.**

1. MRC Meeting Agenda
2. MDOT re: Jefferson Street Sidewalk

**5. Official Action.**

**A. Act on Board and Commission Appointments**

1. Planning Board
2. Board of Appeals
3. Shellfish Conservation Commission
4. Recreation Committee

On the motion of Maxwell / Wooster, the Board **VOTED: To continue the current appointments pending interviews with the rest of the candidates tentatively scheduled for August 8, 2006 starting at 5:30 p.m. (Vote 5-0).**

**B. Confirm Staff Appointments for Ensuing Municipal Year**

1. Town Manager's Appointments (see list attached)

On the motion of Wooster / Winchenbach, the Board **VOTED: To approve the Town Manager's appointments for the ensuing municipal year (Vote 5-0).**

2. Registrar of Voters (Linda E. Perry)

On the motion of Winchenbach / Mohlie, the Board **VOTED: To appoint Linda E. Perry as Registrar of Voters for the ensuing municipal year (Vote 4-1 Maxwell opposed).**

3. Assessor's Agent (Darryl L. McKenney)

On the motion of Wooster / Winchenbach, the Board **VOTED: To appoint Darryl L. McKenney as Assessors' Agent for the ensuing municipal year (Vote 5-0).**

**C. Act on ATV grant for Police Department**

The Maine Department of Inland Fisheries and Wildlife has approved an ATV Enforcement Grant for the Police Department in the amount of up to \$3,099.50 for the purpose of partially funding the purchase of an ATV for emergency and ATV law enforcement. These funds will be matched by up to \$4,739.80 of Police Department funds providing a total of up to \$7,839.30.

In calendar year 2005 there were 19 recorded ATV complaints handled by the Waldoboro Police Department. Should the Town participate in the grant there will be a safety training session held by a certified ATV instructor for those officers who are to participate in the program. Untrained officers will be prohibited from operating the ATV. Four hour patrols on ATV are anticipated in high complaint areas of the Town.

The Board asked about the cost of the annual maintenance and operating expenses for the ATV. Patrolman Lance Mitchell has been working on this project and was present to reply. He approximated less than \$100.00 per year for maintenance and servicing. He also noted the ATV would be transported to and from patrol areas by a private vehicle.

Mohlie inquired about ATV training for the officers and other emergency departments. Mitchell responded a plan was in place to train all necessary emergency personnel as well as authorized patrolmen by a certified ATV safety instructor upon the acceptance of the grant. Training will tentatively be held at the Municipal Building.

Johnson added the 'Waldoboro Police Department Operation of Department ATV Policy' should include a statement that the ATV should not be used for personal use and

determine a penalty for disobeying policy.

On the motion of Wooster / Maxwell, the Board **VOTED: To accept the ATV Enforcement Grant for the Police Department in the amount of up to \$3,099.50 and approve the purchase of an ATV with the remainder of funds to come from the police operating budget with the stipulation that the ‘Waldoboro Police Department Operation of Department ATV Policy’ includes a statement that the ATV should not be used for personal use and a penalty for disobeying policy (Vote 5-0).**

**D. Act on Urban/Rural Initiative Program (URIP) Certification**

The Urban/Rural Initiative Program funds must be used for capital improvements to local roads and/or rural State Aid/Minor Collector projects under the Rural Road Initiative (RRI). In order to participate in this program the certification form for Fiscal Year 2007 must be received by the Maine Department of Transportation by August 1, 2006. It is estimated Waldoboro will receive \$82,716 paid in 4 equal quarterly installments of \$20,679 for capital improvements under this program.

On the motion of Maxwell / Mohlie, the Board **VOTED: To approve the Urban/Rural Initiative Program (URIP) Certification (Vote 5-0).**

**E. Act on CED lease grant for classroom space at Friendship Street School**

Coastal Economic Development (CED) has expressed an interest in renewing their lease at the Friendship Street Community Center for the purpose of the Head Start Program. The total amount to be paid in the lease would be \$22,500.

On the motion of Maxwell / Winchenbach, the Board **VOTED: To approve the CED lease grant for classroom space at Friendship Street School and authorize the Town Manager to sign (Vote 5-0).**

**F. Authorize Town Manager to sign documents related to Anne Baily Charitable Remainder Unitrust**

The Town Manager has requested authorization to sign any documents relating to the Anne Bailey Charitable Remainder Unitrust including but not limited to a W-9 and any other documents deemed necessary in his sole discretion.

On the motion of Maxwell / Winchenbach, the Board **VOTED: To authorize the Town Manager to sign documents related to Anne Baily Charitable Remainder Unitrust (Vote 5-0).**

**G. Discuss Jefferson Street Sidewalk Grant**

The Town Manager reviewed with the Board a letter from Maine Department of Transportation Commissioner David A. Cole written to Representative David Trahan regarding the proposed sidewalk project for Jefferson Street. In the letter Cole reiterated that a sidewalk was not part of the highway improvement project presently under construction due to lack of funding during the pre-construction engineering phase of its

development. He added that due to the importance of the sidewalk project and the value that would result from the pedestrian improvements the MaineDOT will move as quickly as possible to fully fund the project with the exception of granite curbing. If the Town would like to upgrade to granite curbing the funds would have to come from the Town. The Board agrees to fund the granite curbing.

Due to timing issues the funding for the project could not be approved and appropriated in time for the sidewalk to be built in conjunction with the current contract for the road construction. They do however plan to advertise this fall for the sidewalk bids and begin construction in early winter.

**6. Executive Session(s).**

On the motion of Maxwell / Winchenbach, the Board **VOTED: To convene in executive session at 6:35 p.m. to act on a personnel matter (Vote 5-0).**

On the motion of Maxwell / Winchenbach, the Board **VOTED: To reconvene in regular session for the above mentioned public hearing at 6:57 p.m. (Vote 5-0).**

On the motion of Maxwell / Wooster, the Board **VOTED: To reconvene in executive session at 8:10 p.m. (Vote 5-0).**

On the motion of Maxwell / Winchenbach, the Board **VOTED: To reconvene in regular session at 8:50 p.m. (Vote 5-0).**

**7. Adjourn.**

On the motion of Wooster / Mohlie, the Board **VOTED: To adjourn at 8:50 p.m. (Vote 5-0).**

Respectfully submitted,

\_\_\_\_\_  
Lee L. Smith  
Town Manager

\_\_\_\_\_  
Carleton E. Johnson  
Chairman

\_\_\_\_\_  
Rebecca B. Maxwell

\_\_\_\_\_  
Theodore M. Wooster

\_\_\_\_\_  
Ellen A. Winchenbach

Board of Selectmen  
Waldoboro, Maine

\_\_\_\_\_  
Delia W. Mohlie