

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

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## 1. Call to order/Roll call

Wayne Marshall, Chair, called the meeting to order to 5:00 pm. Select Board present: Wayne Marshall and Ian Stover. Not present: Herb Harnden. A quorum is validated, and the meeting continues.

## 2. Approval of Agenda and potential revisions to the Agenda

No changes to the Agenda were noted except #6 may be delayed until the Town Clerk, Diane Tyler, is present as her role is key to the discussion for Agenda item #6: "Board discussion of process and date to conduct a Special Town Meeting to elect a new Selectmen to fulfill the unexpired term of Herb Harnden".

## 3. Review and approval of meeting minutes

*Motion by Ian Stover and second by Wayne Marshall to approve the minutes of the April 28, 2025, Select Board regular meeting. Motion adopted 2-0.*

## 4. Open for Public Comment

Sadie Lloyd Mudge expressed her disappointment in the outcome of the last meeting where two new volunteers seeking to get involved were discouraged. She requested that the Board be open to new people getting involved. Wayne Marshall acknowledged Sadie's comment.

## 5. Board action on May 3, 2025, resignation of Herb Harnden, Selectmen

Wayne Marshall reported that he met with Herb Harnden on May 3<sup>rd</sup> and Herb unexpectedly resigned. Herb's resignation requires formal action, and this will be discussed in more detail in relation to the Special Town Meeting.

*Motion by Ian Stover and second by Wayne Marshall to accept Herb Harnden's resignation with regrets in appreciation of his service with over 12 years of service as a Select Board member. Motion adopted 2-0.*

## 6. Update on Town of Waldo withdrawal from RSU 3 and joining RSU 71, and establishment of the Town Committee required by State Statute to examine this proposal

Sadie Lloyd Mudge shared that after the petition vote, the Town Clerk submitted the required materials to the State. The State formally accepted the materials, and the Select Board has 30 days to select a committee using specific requirements. The clock began on May 6<sup>th</sup> and the committee must have its first meeting before June 5<sup>th</sup>.

Sadie shared that Herb Harnden requested to be considered as the Resident Representative and she would like to remain the Petitioner's Representative.

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

Sadie articulated that the Town Clerk sent the required materials to RSU 3 and has not received a response. The State provided Sadie an example of the required materials to notify RSU 71 of intent.

***Motion made by Ian Stover and second by Wayne Marshall to establish the committee representatives with Sadie Lloyd Mudge as Petitioner's Representative, Herb Harnden as the Community Representative, Tom Wagner as the School Board Representative, and Wayne Marshall as the Select Board Representative. Motion adopted 2-0.***

Sadie reminded everyone that the target is to advance the process to be at a decision point and included in the November Town ballot voting process.

Wayne Marshall asked Tom Wagner to provide an email update recapping the School Board Meeting taking place tonight. Tom is leaving this meeting to go to the School Board Meeting, and it is likely that this topic will be discussed.

## **7. Board discussion of process and date to conduct a Special Town Meeting to elect a new Select Board member to fulfill the unexpired term of Herb Harnden**

Diane Tyler, Town Clerk, spoke with the Maine Municipal Association (MMA) and it was determined that a written ballot is required. Nominations utilize the same process used at the Annual Town Meeting.

Diane will prepare the communication and review with Wayne Marshall. Wayne stated he wants to provide enough time to let the Town of Waldo residents know and be able to plan to attend the Special Town Meeting. The Town email list has 137 emails and covers a good segment of town residents. Sadie said she will publish the notice in the paper. The normal communication methods will be used with a posting at Weaver's Variety Store, on the Town's Facebook page, email, the Town webpage, and the sign in front of the Town Building.

After discussion, it was determined that the Special Town Meeting will be held Saturday, June 14<sup>th</sup> at 9 am. There is a School election on June 10<sup>th</sup> and Tom Wagner reminded everyone to write his name on the school ballot if they want him to represent as he is not listed on the ballot at this time.

Deb Burwell agreed to host a 'Meet the Candidate's' night and that date will be determined shortly.

Wayne reminded the group that there are other items to be discussed at the Special Town Meeting and those are:

- An ordinance to establish the Fire Department as a municipal entity. Wayne Marshall committed to writing the ordinance and having it ready for the Special Town Meeting.

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

- Wayne Marshall is reviewing requirements for Non-Land Use Ordinance and those may be ready by the meeting date; not ready to commit yet.
- Wayne Marshall shared an update from Craig Curtis on the Addressing initiative as there are severe deficiencies in the current addressing. If Craig has enough time to prepare an estimate of expense to remedy the deficiencies for the Special Town Meeting, then those will be on the Agenda. Wayne will work with Craig to determine the timeline.
  - Kathy Littlefield asked if Craig is making signs and Wayne responded that he is not.
  - Kathy shared that she may have some extra signs at her house and Craig should contact her to coordinate retrieving the signs.
  - Kathy Littlefield, Diane Tyler, and Kellie Jacobs all stated there are extra signs in the Town Office that can be used for this initiative.
- Wayne Marshall expressed that the Land Use Ordinance will not be ready in time for the Special Town Meeting.

***Motion by Ian Stover and second by Wayne Marshall to hold a Special Town Meeting at the Town Office on Saturday, June 14<sup>th</sup> at 9 am. Motion adopted 2-0.***

Wayne Marshall will contact Walter to determine if he will provide moderator services for the meeting.

## **8. Discussion and potential action regarding May 7, 2025, requests from the Town Cemetery Committee**

Deb Burwell and Jennifer Pierce represented the Cemetery Committee and shared that the Spring inspection of the 5 cemeteries resulted in several issues requiring maintenance and 1 critical issue regarding flags for Memorial Day.

- Hadley Cemetery appears to be receiving care from the Hadley neighbors.
  - The Cemetery Committee has been removing twigs and branches. The Woods Family (Betty Woods) does a lot of work.
  - There is a question about leaf removal and the Cemetery Committee would like to ensure that leaf removal is handled by Kitty Stevens as part of the lawn care services her company provides. This leads to a question about who should be communicating with Kitty Stevens for lawn care topics. Wayne Marshall articulated that he is fine with someone from the Cemetery Committee communicating with Kitty if it is a single voice and there are no mixed messages.
  - Wayne Marshall asked Rodney Young if he was comfortable being the contact for the Fire House maintenance with Kitty Stevens and Rodney affirmed that he is comfortable and will gladly do so.

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

- Wayne confirmed that the Select Board can be used for escalation with Kitty, if ever needed.
- Jennifer Pierce offered to coordinate the **Flags and Stickers/Tags** for Memorial Day. She shared that the goal is to conform to cemetery codes and the American Legion guidance for marking Veterans graves.
  - The prior flag ordering process no longer exists, and she is researching options. Jennifer estimates the expense to be approximately \$95.00-150.00 and needs to move quickly due to the limited supply and timing of Memorial Day.
  - The American Legion seal may need to be addressed as an expense in the future. Jennifer estimates that this year can be covered by the 48 seals available in reserve based on the data.
  - Flag Codes require flag holders to ensure the flags do not touch the ground. There currently isn't an inventory as to how many are needed. Jennifer will inventory as the flags are placed this year and provide a report to the Select Board of the results. It is possible to fix some of the existing flag holders. Another challenge with this situation is a need to determine which flag holders are town owned versus individually owned.
  - Jennifer articulated that in the past, the Town left the flags up until after Veterans Day. The American Legion guidance is to take the flags down between Memorial Day and Veterans Day holidays. Deb and Jennifer both asked if the town prefers to keep doing what has been done in the past or do we agree to align with the current standards? Wayne Marshall and Ian Stover both verbalized that they prefer to align with standards out of respect for the veterans and the organizations that support them. Jennifer reminded everyone that this activity also has the challenge of understanding which flags were placed by the Town and which were placed by others. Deb and Jennifer will work on a solution and provide suggestions to the Select Board with potentially using some type of sticker to designate Town placed flags.
  - Deb Burwell requested support to let the town know that if they are aware of a veteran that did not receive a flag or sticker/tag to let the Cemetery Committee know so they can update their records and remedy the issue with the next flag placement. Wayne Marshall and Ian Stover agreed to use the email, newspaper, and Facebook methods of communicating with the townspeople. The Town Clerk will help with distributing the communication.
  - Deb Burwell shared that the Memorial in front of the Town Hall does not have proper lighting to illuminate the flags as required by guidelines. Wayne Marshall stated that he supports adding solar lights to remedy this issue.

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

- *Motion by Wayne Marshall and second by Ian Stover to authorize the purchase of flags, flag holders, pins/stickers/emblems, wreath, and solar lights using cemetery funds to support the cemeteries and the memorial in front of the town office. Moved 2-0.*
- Deb noted that Jennifer currently performs the role of **Cemetery Sexton** and is **proposing a formal role be created** to provide proper structure, oversight, and consistency.
  - Jennifer and Deb further explained that questions arise occasionally regarding topics such as the sale of cemetery plots at Paul Cemetery (there is one current request and it is understood that there are no additional plots available for sale at this time), burial procedures (plot owners are responsible for arranging for proper burials on their own plots), locations of graves and other records, perpetual maintenance commitments, suggestions, or complaints regarding cemetery maintenance, or other various matters. There are also times when communication is expected with the State and/or from various civic organizations.
  - After discussion, it was determined that the role will be added to the Annual Town Meeting in March of 2026.
  - Wayne Marshall asked Jennifer Pierce if she was willing to continue to perform the role until the Annual Town Meeting and she agreed. She stated she will not continue the role after March of 2026 and a different solution will need to be determined by then.
  - Deb explained the Cemetery Sexton position history briefly and said she will send additional data for historical context to the Select Board.
- The **Paul Cemetery boundaries are unknown** and need to be determined.
  - Jennifer explained that the northeast boundary marker cannot be located and the boundary abutting the Whitcomb land to the southeast is unknown. It is the Cemetery Committee understanding that the cemetery may have been deeded additional land (possibly 2 acres) behind the back border.
  - A survey was drafted and the process to formalize was not completed due to a conflict amongst the involved parties. Jennifer suggests the town take the lead to resolve the issue.
  - There is a parcel that belongs to the town that could be developed. Wayne Marshall asked if there is a demand for additional plots and Deb Burwell and Jennifer Pierce stated that there is demand.
  - Jennifer has been performing deed research and can provide the details to the Select Board to pursue the legal path for resolution. Jennifer suggested this topic be resolved before a formal Cemetery Sexton is implemented.
  - Wayne Marshall requested a report of what is known, unknown, and potential resolutions for all open issues the Cemetery Committee is managing and Deb Burwell agreed to provide.

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

- Deb Burwell stated the Cemetery Committee would like to understand what **‘perpetual care’ means regarding the Sexton Money Market Account.**
  - Wayne Marshall asked if there is clarity and written agreement between the Town and those who own cemetery plots and are responsible for their own plot.
  - Kathy Littlefield said there are generic deeds on file and the deeds do not address perpetual care.
  - Wayne Marshall suggested the Cemetery Committee draft a document that can be pursued with the plot owners to ensure all parties are clear on expectations.
- Deb Burwell and the Cemetery Committee requests **signage for all 5 cemeteries.**
  - The urgent need is regarding the Robert’s Family requesting signage. They have been sending donations for years to support signage and there has been no response.
  - Wayne Marshall requested the Cemetery Committee provide a specific request that supports respectful and appropriate signage to move this forward quickly.
  - Deb stated the perpetual care account should have a fair amount of money in it for use.
    - Kathy Littlefield stated that the account is referred to as a trust account on the accounting reporting. She additionally clarified that interest from this account is nominal (under a dollar) and the interest was moved to the mowing fund to support mowing expense.
    - Kellie Jacobs committed to providing Deb and the Cemetery Committee with the information about the account(s) aligned with the cemetery.

Wayne Marshall thanked the Cemetery Committee for the update and their ongoing work and commitment. He stated he is looking forward to the report of all the items discussed to allow swift decision to be made to resolve these longstanding items.

## 9. Updates on the following

### a. General Assistance position

- i. Diane Tyler reported that the Facebook post generated interest and she answered questions for Linda Cook explaining that there is a 4-hour required training from Maine Department of Health and Human Services (DHSS) that provides the needed structure and guidance. Linda expressed interest and said she has Meals on Wheels experience.
- ii. Diane shared that Stephanie Hinckley and Greg Coleman expressed interest. They are part of the boosters and have experience with a similar process for the boosters.
- iii. Wayne Marshall stated that he spoke with Holly Hilts as they were walking into this meeting and asked if she is still interested and Holly said she is still interested.
- iv. Wayne Marshall asked Diane Tyler to coordinate having the interested parties join the next meeting to discuss their interest with the Select Board.

### b. Kellie Jacobs on professional services regarding Quick Books

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

- i. Kellie shared that she received a response from the professional services firm (HRH Services) last Friday.

## **c. Disposition of Town Property**

- i. Kellie provided the update that the closing is scheduled for this Friday, May 16<sup>th</sup>, and she sent the invoice to the buyer's attorney.
- ii. Kelly shared that the Town Attorney suggested offering the Realtor an additional \$1,000.00-2,000.00 for the extra work performed which saves the town significant effort required when trustees are unknown. The Realtor saved the town an arduous process of holding the funds, following the State process of trying to find the trustees, and resolving the situation when the owners are not identified.
  1. Wayne Marshall asked if the closing statement has been completed, and Kellie responded that it has been.
  2. Wayne then asked if there is ample time to update the closing statement and Kellie responded that there is ample time.
  3. ***Motion made by Ian Stover and second by Wayne Marshall to increase the Real Estate Agent payment by \$1,000.00. Motion adopted 2-0.***

## **d. Town Owned Building Audit Update**

- i. Kellie reviewed several items with the Select Board
  1. Mold is uncontrolled in the Snack Shack. Wayne asked about the degree of mold and Kellie responded that it is visible and smells strongly of mold. Wayne acknowledged that the mold will return when remedied as there is no heat in that building.
  2. Non-functional equipment: Ian recalled that this was discussed at a meeting a while ago and the equipment needs to be disposed.
  3. Electrical outlets with no covers: Kathy Littlefield stated there was an Insurance Audit of all the buildings and there were questions about the covers during that audit, too. Kellie Jacobs has pictures from the last Audit and those were referred to at that time.
  4. Lights and exit signs need batteries and they need to be checked monthly.
  5. Fire extinguishers must be inspected monthly.
  6. Beeping noise in the Boiler room represents an error code and needs to be checked.

## **10. Signing of weekly warrant**

- a. Kellie explained that Matt Weaver, former Road Commissioner, submitted an invoice on March 26<sup>th</sup> that got lost on Kellie's desk and is now being presented for payment. The invoice includes charges from the last fiscal year and Kellie is concerned about the charges being submitted, such as "man in truck". Many of these charges are covered by the Road

# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

Commissioner stipend and the stipend typically covers phone calls, inspections of roads, work being performed or needing to be performed, meeting with prospective contractors, and class and meeting time.

- i. Wayne Marshall asked if prior invoices contained these expenses and Kellie Jacobs responded that they did. Wayne asked if they were paid; Kellie affirmed that they were and that the Select Board at the time asked for a review of charges from the prior Road Commissioner, Al Winslow, to compare information. Kellie gathered the information, and it was not requested past that initial request, and she did not offer the information at subsequent meetings and therefore, the parameters were not reviewed and resolved.
- ii. Wayne asked if anyone has had a conversation with Matt Weaver to understand the expectations and Kellie said she has not and did not know of any conversations. Wayne commented that if we paid invoices in the past containing these same charges and did not revert to reset expectations, then the precedent has been set until it is reset through a conversation to level-set expectations.
- iii. Wayne asked what has been paid to Matt so far and Kellie stated there were two invoices for approximately \$1,100.00.
- iv. Wayne stated this will wait until he and Ian have time to sort through it and determine how to move forward by the next meeting.
- b. Al Winslow asked if the road gravel needs to meet MDOT specifications and said that the gravel he just provided to the Town has not been inspected and he does not know if it meets specifications. Wayne requested that Al connect with Tom to discuss.
- c. Wayne Marshall asked what the Consolidated charge represents, and Kellie stated it is for telephones. She explained that the internet is now provided by Direct Communications.
- d. Kellie raised concern that the warrant process needs an ordinance to accommodate the fact that the Select Board now meets every other week. Wayne responded that payments should be able to wait until the Board meets and Kellie responded that the Bureau of Motor Vehicles is strict on the weekly payment requirement and payroll has specific due dates that may not align with meeting dates.
- e. Wayne asked if the School Taxes are current and Kellie responded that they are and that going forward payment will need to be withheld until tax revenues arrive from property taxes to avoid overdrawing the account.
- f. Kellie said there is a 2022 Lien that has not been paid for Westcott Stream Road and the property owner typically waits for the foreclosure process to execute before paying and that the foreclosure fees are waived each time for this property owner. Kellie has been texting his telephone with reminders and requesting updates and recently received a response that the telephone number no longer belongs to that person. Kellie stated she is not



# Town of Waldo Select Board Meeting

Minutes of Regular Meeting, Monday, May 12, 2025, 5 pm, at Waldo Town Office

---

comfortable going to the residence and asked if a Sheriff could be sent. Wayne agreed that a Sheriff should be sent.

## **11. Discussion of Town roles for Clerk, Treasurer, and Select Board**

Due to time constraints, this will be early on the Agenda at the next meeting.

## **12. Board review and identification of pending tasks for Select Board to perform, and agendas for future Select Board meetings**

Establish date for next Select Board meeting as May 26<sup>th</sup> is Memorial Day: The Select Board decided that Tuesday, May 27<sup>th</sup> is the new date. Same time as always: 5 pm. Wayne asked for the webpage to be updated with this information.

## **13. Other business**

Ian Stover provided an update on the **Savage Road sink hole** situation and stated that the road is fine from Route 131 to the sink hole. The road is horrible from the sink hole to Poors Mill Road.

Wayne Marshall expressed concern that grading without the crown will cause the water to continue to sit and cause additional damage.

Kathy Harnden asked why this is being brought up now when Tom Wagner is not present (he had to leave for the school board meeting) as he is a key player and given the time of year, the roads are a hot topic.

Ian and Wayne acknowledged that the roads should be an Agenda item and should be brought up earlier in the meeting when Tom is present.

## **14. Adjournment**

The Chair adjourned the meeting at 7:08 pm.

Meeting minutes documented by Holly Hilts.