

**TOWN OF SEBAGO
TOWN WARRANT (MINUTES)
FISCAL YEAR 2021-2022
May 25, 2021**

Before the start of the meeting, Town Manager, Michele Bukoveckas, presented a Certificate of Appreciation – Spirit of America Award and Municipal Resolution to the Sebago Lions Club in recognition of their many dedicated years of volunteering and service to the community of Sebago.

The Town Manager also asked to take a moment to recognize Deputy Chief / EMA Director Jason Schoolcraft for his many years of service. Jason is moving to Florida and will be greatly missed. The Town Manager proceeded to inform the assembly of the improvements that Jason has made and of his dedication to the town. She asked Jason to stand and be applauded by the assembly for his efforts.

The meeting was called to order at 6:00 pm by Town Clerk, Maureen Scanlon. Present were Selectmen: Ann Farley, Edythe Harnden, Phil Lowe, Tim Mayberry and Chris Parker, Town Manager Michele Bukoveckas, Town Clerk and Recorder Maureen Scanlon. There were 44 voting residents in attendance including the Selectmen. There were also seven non-residents in attendance.

Maureen Scanlon asked the members of the assembly to turn their phones to either vibrate or silent mode. She then asked the public to stand and recite the Pledge of Allegiance.

To Scott Douglas, Resident, in the Town of Sebago, in the County of Cumberland:

Greetings:

In the name of the State of Maine, you are hereby required by law to notify and warn the inhabitants of the Town of Sebago qualified by law to vote in Town affairs, to meet at the Town Hall in said Town of Sebago **at 6:00 pm., Tuesday, the 25th day of May 2021, to act on** the following:

Article 1. To choose a Moderator to preside at said meeting.

Ann Farley made a motion to nominate Rich Ruhlin as Moderator. It was seconded by Chris Parker. There were no other nominations. After a written vote was taken, Rich Ruhlin was sworn in as Moderator.

Mr. Ruhlin reviewed the rules of order for this meeting and stated that he will be using the Maine Moderator's Manual (also known as Roberts Rules of Order, newly revised) to govern this proceeding.

Article 2. To see if the Town will vote to permit municipal administrators or staff, school department administrators or staff and elected State officials, who are not residents of Sebago to speak as appropriate when recognized by the Moderator.

Ann Farley made a motion to approve the article as read. It was seconded by Chris Parker. Motion carried.

Article 3. To see if the Town will raise and appropriate by taxation and other revenues \$611,782 to fund wages, salaries, stipends and other expenses related to General Government expenditures including:

Administration	\$337,582
Selectmen	\$16,530
Town Manager	\$76,650
Clerk/Tax Collector	\$95,130
Code Enforcement	\$58,000
Health Officer	\$4,650
General Assistance	\$11,075
Elections	\$4,000

Appeals Board	\$225
Planning Board	\$225
Service Providers	\$7,715

(Budget Committee and Selectmen so recommend.)

Alan Greene made a motion to approve Articles 3 through 8 as a single item. It was seconded by Scott Douglas.

Paul White stated that he does not have an objection to combining the articles, however as the Chairman of the Planning Board, he wanted to inform the assembly that several members of the Planning Board have suggested that funding should be included in the Warrant for next year's Town Meeting for the acquisition and maintenance of conservation land for purposes such as hiking trails, etcetera.

Non-resident taxpayer David Donohue asked for clarification on the budget numbers in comparison to last year's budget. The Town Manager informed him that the comparison in the budget numbers is reflected in the Annual Report (which is available at the tables located at the entrance door to the meeting hall).

A gentleman in the audience asked what the total dollar amount for the combined articles will be. The Town Manager responded that it is \$2,148,240.

Diana Letellier asked what the dollar amount of \$26,100 designated for the Town Beach in Article 8 is for. The Town Manager responded that the funds are for the replacement of the wooden dock that is deteriorating at the Town Beach with an aluminum dock and for the purchase of new swim buoys.

Motion carried to approve Articles 3 through 8 as written.

Article 4. To see if the Town will raise and appropriate by taxation and other revenues \$455,606 for Public Safety expenditures:

Alarms	\$4,850
Animal Control	\$9,219
Rescue	\$68,750
Daytime Rescue	\$243,700
Fire	\$107,000
Dispatch	\$22,087

(Budget Committee and Selectmen so recommend.)

Article 5. To see if the Town will raise and appropriate \$705,500 by taxation and other revenues for Public Works expenditures:

Roads	\$336,000
Snow Removal	\$369,500

(Budget Committee and Selectmen so recommend.)

Article 6. To see if the Town will raise and appropriate by taxation and other revenues \$213,300 for Health and Sanitation expenditures:

Solid Waste	\$206,900
Hazardous Waste	\$4,200

Universal Waste	\$2,200
-----------------	---------

(Budget Committee and Selectmen so recommend.)

Article 7. To see if the Town will raise and appropriate \$68,672 by taxation and other revenues for Town Properties expenditures:

Street Lights	\$6,500
Town Hall	\$13,286
Town Office	\$12,386
Town Garage	\$20,700
Sebago Veterans' Memorial Park	\$1,950
Sebago Cemetery	\$150
Associated Cemeteries	\$500
Small Cemeteries	\$9,800
Historical Society	\$3,400

(Budget Committee and Selectmen so recommend.)

Article 8. To see if the Town will raise and appropriate \$95,380 by taxation and other revenues for Recreation and Community Organizations expenditures:

Sebago Days	\$0
Memorial Day	\$600
Recreation Administration	\$22,800
Douglas Mountain	\$1,400
Town Beach	\$26,100
Softball	\$4,500
SYAA	\$7,180
Soccer	\$4,000
Basketball	\$3,500
Library	\$22,000
Food Pantry	\$3,300

(Budget Committee and Selectmen so recommend.)

Article 9. To see if the Town will vote to raise and appropriate by taxation and other revenues \$514,621 to fund to the Capital Investment Program reserves. If funding is reduced, it must be cut from the bottom up. (This account is funded by priority from the top down).

Engine 4	V13	\$50,831
Rescue Boat, Motor & Trailer	V20	\$8,367
Ambulance	V06	\$23,144
Roll-Off Truck	V16	\$34,849
Engine 3	V07	\$12,916
Public Works Work Truck	V17	\$2,432
6 Wheel Plow/Sander	V14	\$16,340
10 Wheel Plow/Sander	V01	\$25,326
Excavator	V19	\$15,809
10 Wheel Plow/Sander	V03	\$23,629
4 x 4 Backhoe	V04	\$12,939
Tank 1	V08	\$34,455
Utility 1 – (Fire)	V09	\$17,592

Grader	V18	\$6,389
1 Ton Plow/Sander	V06	\$10,136
Engine 1	V12	\$41,059
Trail 2 (Fire Woods Vehicle)	V21	\$2,688
Tank 2	V11	\$29,354
Revise Tax Tables	P10	\$42,792
EMS Cardiac Monitor	P24	\$12,786
Jaws of Life	P32	\$22,071
Stryker Stretcher	P33	\$10,492
Town Hall Paving	P05	\$11,950
Transfer Station Enhancements	P11	\$5,146
Town Office Server (Computer)	P16	\$2,052
Town Building Maintenance	P23	\$6,791
Emergency Generators	P25	\$3,186
Route 114 Drainage Design	P20	\$2,000
Compactor	P19	\$5,151
Cascade System	P26	\$2,394
50 Yd. Container	P21	\$1,331
Radio Repeater	P07	\$2,389
Fire Dept. SCBA	P30	\$15,835

(CIP Committee and Selectmen so recommend.)

Chris Parker made a motion to approve the article as read. It was seconded by Edie Harnden. Motion carried.

Article 10 To see if the Town will vote to remove Fit Testing from CIP and transfer the funds to the undesignated fund balance.

(CIP Committee and Selectmen so recommend.)

Edie Harnden made a motion to approve the article as read. It was seconded by Phil Lowe.

Claudia Lowe asked what Fit Testing is. The Town Manager explained that it is when the Fire Fighters get their masks tested for a secure seal for their Self Contained Breathing Apparatus (SCBA). They were considering purchasing a machine to test the effectiveness of the masks, but they decided it was more cost effective to have a company do the fit testing for them. The funds that are currently in the account will be put into the undesignated fund balance which will help to reduce the overall budget.

Motion carried.

Article 11. To see if the Town will vote to transfer up to \$10,000 from the FY 21 Beach Budget to the CIP program and create a Beach Restoration Account.

(Selectmen so recommend.)

Phil Lowe made a motion to approve the article as read. It was seconded by Tim Mayberry. Motion carried.

Article 12. For expenditures to service the Solar Bond Debt authorized by Article 26 of the June 2018 Town Meeting, shall the Town raise and appropriate \$31,500 through taxes? *If this article fails, the debt service monies will be appropriated from the Undesignated Fund Balance.*

(Selectmen so recommend.)

Tim Mayberry made a motion to approve the article as read. It was seconded by Ann Farley. Motion carried.

Article 13. To see if the Town will vote to accept and apply BETE, Homestead Exemption (to be calculated at the date of commitment) and State Revenue Sharing monies against the total amount authorized to raise by taxation.

(Selectmen so recommend.)

Ann Farley made a motion to approve the article as read. It was seconded by Chris Parker.

A woman asked what BETE is. The Town Manager explained that like the Homestead Exemption, the BETE Exemption is for personal property tax on business equipment. The amount of the exemption reimbursements are not the same every year. They are based on the valuation of the town, which changes on an annual basis.

Motion carried.

Article 14. To see if the Town will vote to accept and apply non-tax revenues against the total amount authorized to be raised by taxation. The Town estimates the following:

Excise Tax	\$350,000
Boat Excise Tax	\$13,000
Local Road Assistance	\$50,000
Transfer Station Fees (Scrap Metal/Universal Waste)	\$30,500
Building Permits	\$23,000
Plumbing Permits	\$11,000
Real Estate Interest	\$17,000
Lien Costs	\$7,500
General Assistance Reimbursement	\$1,000
Agent Fees	\$9,000
Time Warner Franchise Fees	\$28,000
Tree Growth Reimbursement	\$32,000
Veteran's Reimbursement	\$1,400
Recreation Fees	\$1,600
Other Non-Tax Revenue	<u>\$7,914</u>
Total	\$582,914

(Budget Committee and Selectmen so recommend.)

Chris Parker made a motion to approve the article as read. It was seconded by Edie Harnden.

A gentleman asked what the Time Warner Franchise Fees are. The Town Manager responded that everyone that receives Time Warner / Spectrum cable services pays a franchise fee. Through a franchise agreement the town receives a portion of 5% of these funds.

Motion carried.

Article 15. Shall the Town reduce the amount authorized to be raised through taxation by \$225,000 and instead appropriate \$225,000 from the undesignated fund balance for general expenditure?

(Budget Committee and Selectmen so recommend.)

Edie Harnden made a motion to approve the article as read. It was seconded by Phil Lowe. Motion carried.

Article 16. Shall the Town appropriate \$50,000 from the undesignated fund balance to fund the following Capital Investment Program item: Public Safety Building.

(Selectmen so recommend.)

Phil Lowe made a motion to approve the article as read. It was seconded by Tim Mayberry.

David Donohue asked what the Public Safety Building is. The Town Manager responded that it is a new Fire Station that is being considered. There are currently no set plans in place. A workshop is planned for this summer with the Fire Department to initiate those talks. This amount is to continue building the fund balance in this account which is currently \$331,000.

Motion carried.

- Article 17. To see if the Town will vote to authorize the Selectmen to appropriate up to \$50,000 from the undesignated fund, as they deem advisable to meet unexpected expenses or emergencies that occur during the fiscal year 2021-2022. Any use of this arrangement must be voted on at a Select Board meeting.**

(Selectmen so recommend.)

Tim Mayberry made a motion to approve the article as read. It was seconded by Ann Farley.

David Donohue asked if this is a contingency fund. The Town Manager confirmed that this is a contingency fund. If the funds are not used, they remain in the undesignated fund balance.

Susan Gassett asked if this is enough money. Ann Farley responded that it was felt that this was a sufficient amount this year because the budget was getting rather tight.

Alan Crabtree asked what the balance of the Undesignated Fund will be with the addition of these funds. The Town Manager responded that it is 1.7 million dollars.

Motion carried.

- Article 18. To see if the voters will vote to appropriate from the undesignated fund an amount not to exceed \$25,000 to cover unanticipated costs incurred in FY 20/21 to Roads and Winter Roads.**

(Selectmen so recommend.)

Ann Farley made a motion to approve the article as read. It was seconded by Chris Parker.

Paul White stated that the town needs to fix the road from Peabody Pond Road to Tiger Hill Road because it is all washed out. The Town Manager will address this matter.

Susan Gassett asked if this amount should be raised to a higher amount to address Paul White's concern. The Town Manager explained that the amount cannot be raised in this article because it is to cover an overage in the current year budget. The Moderator made note of the fact that once Warrant Articles have been written, they cannot be raised, only lowered.

Motion carried.

- Article 19. To see if the Town will vote to authorize the Selectmen to carry forward to the 2021-2022 fiscal year and assign funds balances accordingly, any appropriated but unexpended account balances at the end of the 2020-2021 fiscal year as they deem to be advisable, and any such transfer is first approved at a properly called public Board of Selectmen Meeting.**

(Selectmen so recommend.)

Alan Greene made a motion to approve Articles 19 through 21 as a single item. It was seconded by Scott Douglas.

David Donahue asked for clarification on the need for these articles. The Town Manager explained that these articles address matters related to underage use of funds in a specific line item that can be used, no more than 5% to offset an overage use in another. It is to cover deficits. Article 20 is for this fiscal year and Article 21 is for next fiscal year.

Motion carried to approve Articles 19 through 21 as written.

- Article 20.** To see if the Town will vote to authorize the Selectmen to transfer funds from budget accounts that have unexpended balances at the end of FY 2020-2021 to budget accounts that have overruns at the end of FY 2020-2021, provided that any such transfer is not more than five percent (5%) of the funds appropriated under the FY 2020-2021 municipal budget and any such transfer is first approved at a properly called public Board of Selectmen Meeting.

(Selectmen so recommend.)

- Article 21.** To see if the Town will vote to authorize the Selectmen to transfer funds from budget accounts that have unexpended balances at the end of FY 2021-2022 to budget accounts that have overruns at the end of FY 2021-2022, provided that any such transfer is not more than five percent (5%) of the funds appropriated under the FY 2021-2022 municipal budget and any such transfer is first approved at a properly called public Board of Selectmen Meeting.

(Selectmen so recommend.)

- Article 22.** To see if the Town will vote to fund the Branch-Duckers Snowmobile Club with funds received from the State's snowmobile registrations refund.

(Selectmen so recommend.)

Chris Parker made a motion to approve the article as read. It was seconded by Edie Harnden. Motion carried.

- Article 23.** To see if the Town will vote to pay for tax abatements and applicable interest granted during the fiscal year of 2021-2022 from Overlay. *(Explanation: The Selectmen, as Assessors, are authorized to raise Overlay under Title 36 MRSA section 710 but require voter authorization to spend Overlay. Overlay cannot be more than 5% of the Tax Commitment.)*

(Selectmen so recommend.)

Alan Greene made a motion to approve Articles 23 through 26 as a single item. It was seconded by Scott Douglas.

A woman asked what Overlay is. The Town Manager explained that it is the funds that are used for Tax Abatements and is no more than 5% of the tax commitment.

Motion carried to approve Articles 23 through 26 as written.

- Article 24.** To see if the Town will vote, pursuant to Title 36 M.R.S.A. § 506, to authorize the tax collector and treasurer to accept the prepayment of taxes not yet committed.

(Selectmen so recommend.)

- Article 25.** To see if the Town will vote to establish an interest rate of 5% on delinquent property tax bills and establish property tax due dates on the first Tuesday in November 2021 and on the first Tuesday of May 2022 for two equal payments.

(Selectmen so recommend.)

Article 26. To see if the Town will vote to authorize the Selectmen for and on behalf of the Town, to execute quit claim deeds of the Town's interest in any real estate acquired by virtue of matured tax liens and to fix the terms and conditions thereof; except that the Municipal Officers shall use the special sale process required by Title 36 M.R.S.A. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner (s).

(Selectmen so recommend.)

Article 27. To see if the town will vote to authorize the municipal officers to sell or dispose of surplus town-owned personal property (something that remains above what is used or needed), including vehicles and equipment, under such terms and conditions as they deem advisable. Town owned land would only be disposed of with voter approval at an Annual or Special Town Meeting.

(Selectmen so recommend.)

Edie Harnden made a motion to approve the article as read. It was seconded by Phil Lowe. Motion carried.

Article 28. To see if the Town will vote to authorize the Board of Selectmen to apply for and accept State and Federal grants, grants from non-profit organizations, donations, real estate, and certain funds, including trust funds or other revenues, on behalf of the Town for municipal purposes, including when necessary, the authority to sign grant contracts, documents and or other paperwork and accept the conditions that accompany grant funds, and to appropriate and expend grant funds and or other funds for authorized purposes as the Board of Selectmen deem in the best interest of the Town during the fiscal year 2021-2022.

(Selectmen so recommend.)

Phil Lowe made a motion to approve the article as read. It was seconded by Tim Mayberry. Motion carried.

Article 29. To see if the Town will vote to authorize winter maintenance (snow and ice control) on the public easement roads, subject to the approval of the Board of Selectmen.

(Selectmen so recommend.)

Tim Mayberry made a motion to approve the article as read. It was seconded by Ann Farley. Motion carried.

Article 30. To see if the Town will vote to accept Mariner Lane as a Public Easement and perform winter maintenance (snow and ice control).

(Selectmen so recommend.)

Ann Farley made a motion to approve the article as read. It was seconded by Chris Parker.

The location of Mariner Lane was determined for the assembly. It was noted that there are currently five houses located on Mariner Lane and that the residents of these homes allow public access across their property to abutting recreational land.

Motion carried.

Article 31. To see if the Town will authorize the Select Board to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

(Selectmen so recommend.)

Chris Parker made a motion to approve the article as read. It was seconded by Edie Harnden.

Paul White commented on the importance of maintaining and preserving the town's right-of-ways.

Motion carried.

Alan Greene made a motion to adjourn. It was seconded by Ann Farley. Moderator Rich Ruhlin stated that this is not a requirement to close the meeting. According to the Maine Moderator's Manual, once all items on the Warrant have been addressed there is no further business that can be discussed, and it is assumed that the meeting is adjourned; therefore, there is no reason for further debate. However, it is acceptable to recognize the motion and second. The Moderator declared the meeting officially closed at 6:53 pm.

He then reminded the assembly that the Sebago School Budget meeting is being held immediately after this meeting and invited all to remain for that meeting.

He also stated that there is a Broadband survey being distributed at the entrance doors of the building. He encouraged the members of the assembly to obtain one as they leave.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Maureen F. Scanlon". The signature is written in dark ink and is positioned above the printed name.

Maureen F. Scanlon
Town Clerk