

**TOWN OF SEBAGO  
TOWN WARRANT (MINUTES)  
FISCAL YEAR 2022-2023  
May 31, 2022**

The meeting was called to order at 6:00 pm by Town Clerk, Maureen Scanlon. Present were Selectmen: Ann Farley, Charles Frechette, Phil Lowe and Tim Mayberry, Town Manager Michele Bukoveckas, Town Clerk and Recorder Maureen Scanlon. Absent: Selectman Chris Parker. There were 76 voting residents in attendance including the Selectmen. There were also three 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 Bobbie Jo Wadsworth, 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 31st day of May 2022, to act on** the following:

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

Ann Farley made a motion to nominate Norman Blake as Moderator. It was seconded by Tim Mayberry. There were no other nominations. After a written vote was taken, Norman Blake was sworn in as Moderator.

Mr. Blake 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 Tim Mayberry. Motion carried.

Non-resident Town Manager Michele Bukoveckas was allowed to address the assembly.

She proceeded to recognize former Fire Chief Ken Littlefield, who retired from the Fire Department this past January, for his many years of dedicated service to the town. Although he was not in attendance, everyone present applauded his years of service as described by Michele. Deputy Fire Chief Alan Greene also addressed the assembly to recognize Ken's almost thirty years as an officer of the Sebago Fire Department. As he spoke, he held a plaque that will be presented to Ken from the members of the Fire Department to thank him for his leadership.

She then presented a Certificate of Appreciation – Spirit of America Award and Municipal Resolution to the Sebago Warming Hut, which includes the Food Pantry and Clothes Closet, for their many years of volunteering and service to the community of Sebago. The resolution highlighted the services provided to the Sebago community by this valuable entity. On behalf of the Warming Hut and the dedicated volunteers who serve, the award was accepted by President Deborah Howard. They will also be invited by the sponsoring organization for the Spirit of America Award to attend a special dinner where they will be presented with another award from that entity.

**Article 3. To see if the Town will raise and appropriate by taxation and other revenues \$709,248 to fund wages, salaries, stipends and other expenses related to General Government expenditures including:**

Mr. Blake asked the assembly if they would prefer to have him read aloud every line item in several of the articles, such as the breakdown below, or if it would be preferable to have him read the content of the article itself and approve the breakdowns as written. Hearing no objections, he explained that he will not read aloud the breakdowns of each article, unless anyone objects, at any time.

Administration	\$416,238
Selectmen	\$16,620
Town Manager	\$83,960
Clerk/Tax Collector	\$101,000
Code Enforcement	\$60,100
Health Officer	\$6,200
General Assistance	\$11,840
Elections	\$5,500
Appeals Board	\$135
Planning Board	\$135
Service Providers	\$7,520

***(Budget Committee and Selectmen so recommend.)***

Tim Mayberry made a motion to approve the article as presented. It was seconded by Charles Frechette. Motion carried.

**Article 4. To see if the Town will raise and appropriate by taxation and other revenues \$645,326 for Public Safety expenditures:**

Alarms	\$5,000
Animal Control	\$10,770
Rescue	\$73,450
Daytime Rescue	\$348,128
Fire	\$192,700
Dispatch	\$15,278

***(Budget Committee and Selectmen so recommend.)***

Charles Frechette made a motion to approve the article as presented. It was seconded by Phil Lowe. Motion carried.

**Article 5. To see if the Town will raise and appropriate \$904,629 by taxation and other revenues for Public Works expenditures:**

Roads	\$474,529
Snow Removal	\$430,100

***(Budget Committee and Selectmen so recommend.)***

Phil Lowe made a motion to approve the article as presented. It was seconded by Ann Farley. Motion carried.

**Article 6. To see if the Town will raise and appropriate by taxation and other revenues \$249,250 for Health and Sanitation expenditures:**

Solid Waste	\$247,050
Universal Waste	\$2,200

***(Budget Committee and Selectmen so recommend.)***

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

**Article 7. To see if the Town will raise and appropriate \$75,200 by taxation and other revenues for Town Properties expenditures:**

Street Lights	\$6,700
Town Hall	\$23,200
Town Office	\$12,800
Town Garage	\$23,700
Veterans' Memorial Park	\$950
Sebago Cemetery	\$150
Associated Cemeteries	\$500
Small Cemeteries	\$700
Historical Society	\$6,500

***(Budget Committee and Selectmen so recommend.)***

Tim Mayberry made a motion to approve the article as presented. It was seconded by Charles Frechette. Motion carried.

**Article 8. To see if the Town will raise and appropriate \$94,000 by taxation and other revenues for Recreation and Community Organizations expenditures:**

Sebago Days	\$6,000
Memorial Day	\$500
Recreation Administration	\$27,300
Douglas Mountain	\$2,500
Town Beach	\$15,400
Softball	\$4,500
SYAA	\$4,500
Soccer	\$4,000
Basketball	\$4,000
Library	\$22,000
Food Pantry	\$3,300

***(Budget Committee and Selectmen so recommend.)***

Charles Frechette made a motion to approve the article as presented. It was seconded by Phil Lowe. Motion carried.

**Article 9. To see if the Town will vote to raise and appropriate by taxation and other revenues \$536,730 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	\$42,140
Rescue Boat, Motor & Trailer	V20	\$11,311
Ambulance	V06	\$53,737
Engine 3	V07	\$11,259
Public Works Work Truck	V17	\$9,832
6 Wheel Plow/Sander	V14	\$21,807
10 Wheel Plow/Sander	V01	\$29,710
Excavator	V19	\$16,721
4 x4 Backhoe	V04	\$12,299
Roll Off Truck	V16	\$10,432
10-Wheeler Truck	V03	\$24,709
Tank 1	V08	\$32,731
Utility 1-(Fire)	V09	\$16,999
Grader	V18	\$7,307
1 Ton Plow/Sander	V06	\$9,412
Engine 1	V12	\$39,607
Trail 2 (Fire Woods Vehicle)	V21	\$2,605
Tank 2	V11	\$28,416
Jaws of Life	P32	\$9,562
Stryker Stretcher	P33	\$10,038
Town Building Maintenance	P23	\$6,789
Town Hall Paving	P05	\$31,646
Compactor (TS)	P19	\$6,707
Generators	P25	\$3,861
Radio Repeater	P07	\$2,275
Transfer Station Enhancements	P11	\$4,846
Container for Transfer Station	P21	\$4,870
Road Materials	P22	\$3,433
Beach Restoration		\$13,332
Town Office Server (Computer)	P16	\$1,879
Route 114 Drainage Design	P20	\$2,202
Revaluation	P10	22,357
Cascade System	P26	\$2,816
SCBAs (Fire Dept)	P30	\$15,318
Bridges	P02	\$10,000
Cardiac Monitor	P24	\$3,765

***(CIP Committee and Selectmen so recommend.)***

Phil Lowe made a motion to approve the article as presented. It was seconded by Ann Farley.

Resident Jim Libby expressed concern that the above list is supposed to be broken down into two separate lists, one for vehicles and the other for projects. He pointed out that this is done so that if funding of a project is reduced from the bottom up, it will not affect funding of vehicles, and vice versa. (**RECORDER'S NOTE:** The above list is a combination of both lists that Mr. Libby referenced. Vehicles are designated with a "V" before the item number and projects are designated with a "P" before the item number.)

Mr. Libby also pointed out that funding for the Public Safety "building" and "planning" portions of the project were a part of this list in the past. He stated that although it is not relevant to this article, it will be relevant to the next article.

Motion carried.

- Article 10.** Shall the Board of Selectmen on behalf of the Town be authorized to (a) enter into, at one time or from time to time, one or more agreements providing for the design, renovation, acquisition, construction, improvement, landscaping and equipping of a new public safety building to be located with the Town and (b) fund in full or in part the foregoing by borrowing a sum not to exceed \$1,300,000 on such terms as the Board of Selectmen determine are necessary and proper pursuant to 30-A M.R.S.A. § 5772 and other applicable Maine law, including fixing the dates, maturities, denominations, interest rates, places of payment, premiums, calls for redemption with or without premium, forms and other details of said bonds (and notes issued in anticipations thereof) to provide for the sale thereof and appropriate funds therefor? (*Selectmen so recommend*)

#### FINANCIAL STATEMENT

**1. Total Town Indebtedness**

A. Bonds outstanding and unpaid: School note and Solar Bond)	\$284,377
B. Obligations to Lake Region School District per withdrawal agreement:	\$790,013
C. Bonds authorized and unissued:	\$0
D. Bonds to be issued if Article # 10 is approved	\$1,300,000

**Total indebtedness:** \$2,374,390

**2. Costs**

At an estimated maximum interest rate of 3.2% and with an estimated maximum term of 10 (10) years, the estimated costs of this bond issue will be:

<b>Estimated Annual Debt Service:</b>	<b>\$154,000</b>
<b>Total Bond Principal:</b>	<b>\$1,300,000</b>
<b>Total Estimated Interest:</b>	<b>\$ 240,000</b>
<b>Total Estimated Debt Service:</b>	<b>\$1,540,000</b>

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.



**Michele A. Bukoveckas - Treasurer  
Town of Sebago**

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

Resident Jim Libby asked for clarification on the funding being borrowed and how the available existing CIP (Capital Investment Program) funds as he noted when Article 10 was being considered will impact the need for funding. The Town Manager reviewed the proposed funding process for the assembly.

Motion carried with seventy-three (73) in favor and three (3) opposed.

**Article 11.     *If Article 10 passes, this article is not required*  
To see if the Town will vote to raise and appropriate by taxation and other revenues \$100,000 to fund the Public Safety Building (P28) in the Capital Investment Reserves Program.**

Tim Mayberry made a motion to zero (0) fund this article. It was seconded by Charles Frechette. Motion carried.

**Article 12.     To see if the Town will authorize the Board of Selectmen to transfer vehicle funds in CIP from one vehicle to another vehicle in CIP within same department.**

***(Selectmen, CIP Committee and Budget Committee recommend)***

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

**Article 13.     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.)***

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

**Article 14.     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 Tim Mayberry. Motion carried.

**Article 15.     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	\$325,000
Boat Excise Tax	\$14,000
Local Road Assistance	\$52,000
Transfer Station Fees (Scrap Metal/Universal Waste)	\$43,000
Building Permits	\$15,000
Plumbing Permits	\$9,000
Real Estate Interest	\$17,000
Lien Costs	\$6,000
General Assistance Reimbursement	\$1,000
Agent Fees	\$7,500
Time Warner Franchise	\$30,000
Tree Growth Reimbursement	\$37,000
Veterans Reimbursement	\$1,200
Recreation Fees	\$1,800
Other Non-Tax Revenue	<u>\$8,274</u>
Total	\$567,774

***(Budget Committee and Selectmen so recommend.)***

Tim Mayberry made a motion to approve the article as presented. It was seconded by Charles Frechette.

Resident Michael Foye asked where the funds that are received from Insurance Company payments for services provided by the town's Rescue Department are located. The Town Manager explained that these funds are held in a Daytime Rescue account that is kept separate from the town's funds. Those funds are only utilized when the Daytime Rescue wages line item has been exceeded.

Motion carried.

**Article 16. Shall the Town reduce the amount authorized to be raised through taxation by \$325,000 and instead appropriate \$325,000 from the undesignated fund balance for general expenditure?**

***(Budget Committee and Selectmen so recommend.)***

Charles Frechette made a motion to approve the article as read. It was seconded by Phil Lowe. 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 2022-2023. Any use of this arrangement must be voted on at a Select Board meeting.**

***(Selectmen so recommend.)***

Phil Lowe made a motion to approve the article as read. It was seconded by Ann Farley. 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 21/22 to Roads and Winter Roads.**

***(Selectmen so recommend.)***

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

Resident Jim Libby asked what the Undesignated Fund balance is at this time. The Town Manager responded that the current balance is 1.7 million dollars.

Motion carried.

**Article 19. *To see if the Town will vote to authorize the Selectmen to carry forward to the 2022-2023 fiscal year and assign funds balances accordingly, any appropriated but unexpended account balances at the end of the 2021-2022 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.)***

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

**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 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.)***

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

Resident Paul White made a general comment to the assembly regarding funding expenditures in relation to the collection of taxes.

Motion carried.

**Article 21. 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.)***

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

Resident Alan Greene made a motion to combine Articles 22 through Article 24 due to the fact that they are all in reference to the collection of taxes. The Moderator asked the assembly if there were any objections to Mr. Greene's motion, which there were. It was determined that the aforementioned articles will be voted on separately.

**Article 22. To see if the Town will vote to pay for tax abatements and applicable interest granted during the fiscal year of 2022-2023 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.)***

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

Jim Libby stated that due to the recent (town-wide property) Revaluation an Overlay funding of \$108,000 was approved for possible property tax abatements generated by that process. He suggested that since that process has been completed that the Board of Selectmen reduce that amount back down to the usual \$7,000 - \$8,000 that is designated for this purpose. The Town Manager responded that \$4,700 was actually used for abatements which allows the additional funding to be used this year to offset taxes.

Motion carried.

**Article 23. 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.)***

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

**Article 24. To see if the Town will vote to establish an interest rate of 4% on delinquent property tax bills and establish property tax due dates on the first Tuesday in November 2022 and on the first Tuesday of May 2023 for two equal payments.**

***(Selectmen so recommend.)***

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

**Article 25. 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.)***

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

Resident James Belfiore asked for clarification on why this process is used, and what is the potential risk for future buyers. The Town Manager explained that the procedure of executing Quit Claim Deeds has been used for many years by the town. It was noted that if the town granted a Warranty Deed, instead of a Quit Claim Deed, they may have the legal burden of defending the ownership at a future point in time.

Motion carried.

**Article 26. 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.)***

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

**Article 27. 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 2022-2023.**

***(Selectmen so recommend.)***

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

**Article 28. To see if the Town will vote to appropriate up to \$ 1,500 from the Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan Act or ARPA funds) received by the Town from the federal government for the purchase of a new PA sound system to be used for town functions and appropriate up to \$8,000 in ARPA funds to be used towards researching options for broadband expansion.**

Charles Frechette made a motion to approve the article as read. It was seconded by Phil Lowe. 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.)***

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

Resident Barry Jordan stated that in the past, the grading of Public Easement Roads has been done twice a year. He asked if this article allows this practice to continue. The Town Manager confirmed that it is understood that grading is part of the maintenance referenced in this article.

Mr. Jordan made a motion to amend this article to include two gradings, one in the spring and another in the fall. It was seconded by resident Tina Libby-Hook.

Phil Lowe stated that this is basically clarification of what is already being done.

Motion carried to amended Article 29 as follows: "To see if the Town will vote to authorize winter maintenance (snow and ice control) and include two gradings, one in the spring and a second in the fall on the public easement roads, subject to the approval of the Board of Selectmen."

Motion carried as amended.

**Article 30. 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.)***

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

On behalf of the Board of Selectmen, Ann Farley thanked outgoing Selectmen Tim Mayberry and Chris Parker for their service to the Sebago community.

**Article 31. Motion to adjourn.**

Alan Greene made a motion to adjourn at 7:00 pm. It was seconded by Ann Farley. Motion carried.

Donelle Allen invited the assembly to attend the Sebago School Budget meeting being held next.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Maureen F. Scanlon".

Maureen F. Scanlon  
Town Clerk