

MINUTES  
SEBAGO BOARD OF SELECTMEN'S EMERGENCY MEETING  
6:00 PM  
TOWN OFFICE  
MONDAY, MARCH 16, 2020  
ALL REGULAR BOARD OF SELECTMEN MEETINGS  
ARE HELD THE 1<sup>ST</sup> AND 3<sup>RD</sup> TUESDAY OF EACH MONTH.

**THIS EMERGENCY MEETING WAS CALLED IN ORDER TO  
ADDRESS THE COVID-19 OPERATIONAL SERVICES PROTOCOL**

**CALL TO ORDER**

The meeting was called to order by Chairman, Tim Mayberry, at 6:00 pm.

**I. ROLL CALL**

Present: Selectmen; Scott Douglas, Edythe Harnden, Chris Harrington and Tim Mayberry, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Absent: Chris Parker

Guests present: June Johnson, Chris Balchunas, Walter Bukoveckas, Deputy Rescue Chief Jason Schoolcraft, Health Officer Helen Twombly (via Skype phone)

**II. NEW BUSINESS**

**A. COVID-19 Operational Services Protocol**

The Town Manager explained that in addition to the larger cities, she has been informed that several local towns are closing their offices to the public. However, the staff members are still working to provide support services via telephone, internet and e-mail.

She suggested the Town of Sebago follow this same procedure and provide additional emergency services to the public, in the office, by appointment only. Many of the services provided can now be done online. A new registration for a vehicle is something that would have to be done in the office. Only registration renewals are able to be done online. This would be an instance of having to make an appointment to come into the office. These transactions would be limited to only two individuals at a time being allowed into the building. The surface areas that these people come in contact with will be cleaned upon their exiting the building.

The later office hours of closing at 7:00 pm on Tuesdays will be temporarily suspended. The office will close at 5:00 pm on Tuesdays; all other hours of operation will remain the same.

The Transfer Station will be open for business as usual until further notice.

The Town Manager suggested implementing this protocol for a two-week period and revisit it every two weeks until the end of the crisis situation.

Helen Twombly, the town's Health Officer, was included in this meeting via Skype phone. There was discussion on how General Assistance needs will be addressed. Helen agreed that a two-week period of restricted public access is warranted and then it should be re-evaluated for consideration of continuing for another two-week period until the end of the crisis situation.

There was some discussion regarding the possibility of delaying property tax payments. There was also some discussion regarding the possibility of delaying the annual Town Meeting. No decisions were made regarding these matters at this time. The Town Manager will look into whether or not they can legally be done.

Tim Mayberry made a motion to restrict public access for a two-week period and to authorize the Town Manager to determine the need to extend it as she deems necessary. It was seconded by Scott Douglas. Motion carried with all in favor.

It was noted that the next regularly scheduled Board of Selectmen's meeting is scheduled for April 7<sup>th</sup>. The School Superintendent is scheduled to attend that meeting to discuss the school budget. The Board agreed to cancel the first meeting in April and hold the second meeting on April 21<sup>st</sup> with limited public access. The School Superintendent will be rescheduled to attend the April 21<sup>st</sup> meeting. There was some discussion on having this meeting available to the public via live streaming, as opposed to the current method of recording the meetings and then posting them on the town's website at a later time. The Town Manager will look into this idea.

Deputy Rescue Chief Jason Schoolcraft gave input on the status of the town's available medical supplies and the EMS department. He reviewed the steps that you should take if you feel as though you may have been exposed and are experiencing symptoms of the Coronavirus.

Chris Balchunas updated the Board on what the school is doing to assure children's needs are being met while the school is closed. This includes not only learning lessons being made available to them, but also lunches.

Other items discussed:

All Recreation Department programs have been cancelled.

All Town Hall functions will be cancelled for at least one month.

There was some discussion on the two individuals in town that currently use the Town Hall facility for taking showers (due to water problems at their homes). Their usage of the facility will be scheduled. It was noted that the shower stalls will be cleaned with a bleach solution after they have used the facility. No other individuals will be allowed into the building, other than cleaning personnel.

The Town Manager mentioned that there is a new information tab that has been added to the town's website. It is called "COVID-19". This is where all information pertaining to the Coronavirus will be located.

### **III. ADJOURNMENT**

Chris Harrington made a motion to adjourn at 6:38 pm. It was seconded by Scott Douglas. Motion carried with all in favor.

**Respectfully submitted,**

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

**Maureen F. Scanlon**  
**Town Clerk**