

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, APRIL 7, 2020

ALL REGULAR BOARD OF SELECTMEN MEETINGS
ARE HELD THE 1ST AND 3RD TUESDAY OF EACH MONTH.

**DUE TO THE COVID-19 PANDEMIC,
THIS MEETING WAS HELD VIA ZOOM WEBINAR.**

CALL TO ORDER

The meeting was called to order by Chairman, Tim Mayberry, at 6:05 pm.

I. ROLL CALL

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

Guests present: Health Officer Helen Twombly, Paul Severino, Claudia Lowe, James Libby, Jeff Cutting, Rocco Severino, Tina Vanasse

II. ADJUSTMENTS TO THE AGENDA

Removed from Agenda – New Business Agenda Item #C - Town of Sebago Emergency Declaration and Order Declaring a State of Civil Emergency, Temporarily Limiting Rental and/or Occupancy Short Term and Seasonal Accommodations, and Placing Restrictions of Take-Out Food Businesses During COVID-19 Pandemic – Discussion – Adoption.

This item was removed from the agenda due to the fact that it is covered by the Governor's Emergency Proclamation on April 3, 2020.

III. CONSENT AGENDA

A. Approval of the March 3, 2020 Selectmen's Meeting Minutes

Tim Mayberry made a motion to approve the March 3, 2020 meeting minutes as presented. It was seconded by Chris Harrington. Motion carried with four in favor and Chris Parker abstaining from the vote.

B. Approval of the March 16, 2020 Selectmen's Meeting Minutes

Edie Harnden made a motion to approve the March 16, 2020 meeting minutes as presented. It was seconded by Scott Douglas. Motion carried with four in favor and Chris Parker abstaining from the vote.

C. Approval of Warrants 37, 38, 39 and 40

Tim Mayberry made a motion to approve Warrants 37, 38, 39 and 40 as submitted. It was seconded by Chris Harrington. Motion carried with all in favor.

IV. OLD BUSINESS

A. None

V. NEW BUSINESS

A. Adoption of Rules for Virtual Meetings

The Governor's recent (COVID-19) Emergency Proclamation allows us to conduct meetings virtually, which is what we are doing tonight. The Town Manager reviewed the proposed "Rules of Procedure for Remote Access Meetings". It was noted that since we are using a webinar format, it is less likely that our meeting will be hacked into.

Tim Mayberry made a motion to adopt the "Rules of Procedure for Remote Access Meetings". It was seconded by Chris Harrington. Motion carried with all in favor.

B. Update on the COVID-19 Pandemic

Health Officer, Helen Twombly, updated the Board on the COVID-19 Pandemic situation. She explained that anyone coming to Maine, whether they are a resident returning to Maine, or they are from another State, must be quarantined for 14 days. She also explained the difference between the three different types of healthcare isolation, which are: contact, airborne and droplets. She recommends that everyone wear a mask because the airborne component is highly contagious, and a mask will add protection.

Helen offered to answer any questions from the Board or the audience. No questions were asked.

C. Town of Sebago Emergency Declaration and Order Declaring a State of Civil Emergency, Temporarily Limiting Rental and/or Occupancy Short Term and Seasonal Accommodations, and Placing Restrictions of Take-Out Food Businesses During COVID-19 Pandemic – Discussion – Adoption

As previously mentioned under “Adjustments to the Agenda” (Agenda Item II), this item was removed from the agenda due to the fact that it is covered by the Governor’s Emergency Proclamation on April 3, 2020.

D. Transfer Station Compactor Replacement Discussion

The Town Manager explained that the compactor at the Transfer Station is out of order and has been down for two to three weeks now. Several unsuccessful attempts have been made to repair it. A new motor was ordered, but it will not fit because the compactor is so old. The last time the motor was replaced, it had to be retrofitted in order to fit. This is no longer an option.

The Town Manager is now looking into purchasing a new compactor, which will take approximately 6 to 8 weeks to be delivered after it has been ordered. A new requirement is that it must be attached to the building. There was some discussion on the town’s needs, now and in the future. There will be a meeting at the Transfer Station this Thursday at 10:30 am to explore the town’s options. She invited the Board members to attend this meeting.

VI. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- Public Works continues to work their normal shifts, and the office staff is only in the office part-time. They continue to monitor and return phone calls and emails from home as best as they can. Mail is being processed daily, as well as continued processing of Accounts Payable and payroll.
- The Food Pantry staff is doing an excellent job in continuing to provide services while maintaining social distancing. In addition, a calling tree is in place to provide “wellness checks” on our seniors and shut-ins. Thank you to everyone!!
- As we continue to monitor this situation, changes to the Town Meeting schedule may have to be addressed. Hopefully, I will have updates for you at the next meeting. In the interim, I am closely watching the cash flow.
- Dredging at the Town Beach was done and sand was placed on the beach. There is still much work to do to rebuild the beach, but it is a start.
- The Historical Society would like to have the dead maple at the Town Office removed and replant a white pine for Maine’s bicentennial. I believe the Board must give consent as well as members of the Potter Academy class that planted it.

Chris Parker confirmed that this tree is dying and offered to remove it if the Board would like him to do so. However, he suggested that the replacement tree not be one that will grow too high, like a white pine would. He suggested something along the lines of a red maple tree. It was noted by the Town Manager that the reason the Historical Society suggested a white pine is because it is the Maine State Tree. She will contact the Historical Society to discuss the options of planting a smaller growing tree.

- In preparation of reduced revenues, I have made significant changes to the budget and revenues. Tomorrow night (Wednesday, April 8, 2020), I will be meeting with the CIP and Budget Committees to discuss these changes via Zoom. Your attendance would be most welcome.
- Superintendent, Marc Gendron will be invited to your next Board meeting to discuss the School Budget. I have been informed that the School Committee has approved the proposed budget which has an increase of \$126,574.00 over this year's budget.
- I have hired Scott Douglas as the working Public Works Foreman and Chris Harrington as a truck driver/laborer. They will both be stepping down from their positions as Selectmen as of the upcoming Municipal Election.

It was noted that although they are both starting in their new positions at the end of this month, they may continue to serve as Selectmen until the Municipal Election takes place, as long as they do not vote on any Public Works issues.

B. Selectmen

Chris Parker expressed concern about any individuals in town that may need financial assistance during this crisis situation. General Assistance Administrator, Edie Harnden, stated that no one has been in at all for general assistance. However, she will be providing services by phone for anyone needing assistance.

Chris Parker asked how many hours Public Works spent dredging and repairing the beach. The Town Manager stated that they were there all week (40 hours).

Tim Mayberry had nothing to report.

Scott Douglas had nothing to report.

Edie Harnden asked if the Food Pantry is closed. The Town Manager confirmed that it is.

Edie Harnden expressed concern that two employees need to be reminded about the need for social distancing. The Town Manager confirmed that she has already spoken to the two individuals about increasing their social distancing.

Chris Harrington had nothing to report.

VII. COMMENTS FROM THE PUBLIC

Tina Vanasse stated that she joined the meeting a little late and wanted to know more about the “New Business” agenda item C. She mentioned that she lives next door to the Sportsman’s Kitchen and Keg restaurant and she has seen them working hard to continue to provide their services to the community. The Town Manager explained that this item was removed from the agenda and that there is no intention of stopping them from doing what they are currently doing in their business.

Claudia Lowe stated that the Town Manager is doing a great job during this difficult situation.

VIII. ADJOURNMENT

Tim Mayberry made a motion to adjourn at 6:34 pm. It was seconded by Scott Douglas. Motion carried with all in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Maureen F. Scanlon', written in a cursive style.

Maureen F. Scanlon
Town Clerk