

MINUTES  
SEBAGO BOARD OF SELECTMEN'S MEETING  
6:00 PM  
TOWN OFFICE  
TUESDAY, JUNE 16, 2020  
**RESUMING TO "IN PERSON"**  
ALL REGULAR BOARD OF SELECTMEN MEETINGS  
ARE HELD THE 1<sup>ST</sup> AND 3<sup>RD</sup> TUESDAY OF EACH MONTH.

**Attendees were advised of the following requirements in order to attend this meeting:**  
**To attend you and family members:**  
**Must be healthy**  
**Have not been in contact with anyone having or suspected of having COVID 19**  
**Wear a mask**  
**Practice social distancing**

**CALL TO ORDER**

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

**I. ROLL CALL**

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

Guests present: Health Officer Helen Twombly, Public Works Director Scott Douglas, Ann Farley, Carla Parker, Paul Severino

**II. ADJUSTMENTS TO THE AGENDA**

The re-appointments of the E-911 Addressing Officer, the Health Officer, and Board of Appeals member Richard Merritt were added to the agenda under "New Business" agenda items #G, #H & #I.

**III. CONSENT AGENDA**

**A. Approval of the June 2, 2020 Selectmen's Meeting Minutes**

Edie Harnden made a motion to approve the June 2, 2020 meeting minutes as presented. It was seconded by Chris Harrington. Motion carried with all in favor.

**B. Approve Warrants #49 & #50**

Edie Harnden made a motion to approve Warrants #49 & #50 as submitted. It was seconded by Chris Parker. Motion carried with all in favor.

#### **IV. OLD BUSINESS**

There were no “Old Business” agenda items.

#### **V. NEW BUSINESS**

##### **A. Propane Bids**

The Town Manager reported that she sent out five propane bids and received two back. She also asked for pricing on running a gas line from the gas stove in the Town Hall building to the big propane tank located out back, in order to eliminate the problem of snow falling on the tank located in the front of the building. Pit Stop quoted us a price of \$1.899 per gallon and a quote of \$1,700.00 to run the new line. Down East Energy quoted us a price of \$1.699 per gallon and is willing to run to the line from the stove to the gas tank, free of charge.

Tim Mayberry made a motion to go with Down East Energy Propane Company. It was seconded by Chris Parker. Motion carried with all in favor.

##### **B. Resolution – Business Permission to Open**

This was brought to the Town Manager by the Sportsman’s Kitchen and Keg (restaurant). They had requested that the Board of Selectmen entertain following the Town of Gorham’s lead in declaring all businesses in their town as essential businesses and allow them to open, and allow inside dining. This would not have granted them to do so, but said, if you do so, we support your need to open, although they would have faced repercussions if they had. However, since our Governor has moved the date up to allow inside dining there no longer is a need to take action.

##### **C. Approval of SEBAGOSEV PROPERTIES INC. dba Sportsman’s Kitchen and Keg Liquor License**

This request is for the renewal of the Sportsman’s Kitchen and Keg Liquor License.

Chris Parker made a motion to renew the Sportsman’s Kitchen and Keg Liquor License. It was seconded by Tim Mayberry. Motion carried with all in favor.

It was noted that there have not been any complaints received regarding the Sportsman’s Kitchen and Keg’s business.

##### **D. Approval of SEBAGOSEV PROPERTIES INC. dba Sportsman’s Kitchen and Keg Special Amusement Permit**

This request for the renewal of the Sportsman’s Kitchen and Keg Special Amusement Permit allows them to provide live entertainment, such as music.

Once again, it was noted that there have not been any complaints regarding the live entertainment that has been provided in the past.

Tim Mayberry made a motion to renew the Sportsman's Kitchen and Keg Special Amusement Permit. It was seconded by Chris Parker. Motion carried with all in favor.

**E. Appointment of Code Enforcement Officer for 2020-2021**

The Code Enforcement Officer is re-appointed on an annual basis.

Chris Parker made a motion to re-appoint Brandon Woolley as the town's Code Enforcement Officer. It was seconded by Tim Mayberry. Motion carried with all in favor.

**F. Appointment of Local Plumbing Inspector for 2020-2021**

The Local Plumbing Inspector is re-appointed on an annual basis.

Chris Parker made a motion to re-appoint Brandon Woolley as the town's Local Plumbing Inspector. It was seconded by Tim Mayberry. Motion carried with all in favor.

**G. Appointment of E-911 Addressing Officer for 2020-2021**

The E-911 Addressing Officer is re-appointed on an annual basis.

Chris Parker made a motion to re-appoint Brandon Woolley as the town's E-911 Addressing Officer. It was seconded by Tim Mayberry. Motion carried with all in favor.

**H. Appointment of Health Officer for 2020-2021**

The Health Officer is re-appointed on an annual basis.

Chris Parker made a motion to re-appoint Helen Twombly as the town's Health Officer. It was seconded by Edie Harnden. Motion carried with all in favor.

**I. Appointment of Board of Appeals Member – Richard Merritt**

Richard Merritt's term on the Board of Appeals expires at the end of June. He has confirmed that he would like to be re-appointed to the Board.

Tim Mayberry made a motion to re-appoint Richard Merritt to Board of Appeals. It was seconded by Edie Harnden. Motion carried with all in favor.

## **VI. REPORTS FROM TOWN OFFICIALS**

### **A. Town Manager**

- The front office and CEO will remain by appointment only at least until July 11<sup>th</sup>, unless extended by the Governor.
- Avery Thomas who provides IT services for the school was able to wire a router and access point or “hot spot” at the Town Hall. This will not only provide WIFI at the Town Hall, but will enable us to set up a secondary area for Town Meeting in the event that we reach 50 people in the gym and maintain the social distancing. A screen with “live feed” will be set up in both areas to provide those seating downstairs the same opportunity to vote or speak.
- We received 145 masks from FEMA. The masks are 100% cotton and also contain silver and copper which help kill or stop the growth of viruses and germs. In addition, masks are good for 15 washings. These masks will be used at Town Meeting and elections.
- Maine Dept. of Transportation will be paving from the Northwest River to the Naples line (about 6.73 miles) in the coming weeks. I have asked them to work with Scott Douglas when they reach the Hawkes Road.
- Cumberland County will be holding a caucus on July 21, 2020 at the Cumberland County Courthouse to vote for Cumberland County Finance Committee member. This invitation is open to the Board of Selectmen. Let me know if you are interested in attending. If 3 or more attend, we will have to give notice of your attendance at this meeting.
- Prior to COVID-19, Cumberland County was preparing on changing from a calendar year to a fiscal year for their budgets. This would have meant an additional 6-month adjustment to the Cumberland County Tax in 2021. They have recently decided to delay the process. No date has been given at this time.
- Interviews for Public Works are progressing nicely. We should be making a decision soon.
- The clothing that was purchased has been distributed to Public Works and Transfer Station employees. There were some remaining items which are in the process of being sold.
- I've been attending several FEMA meetings regarding COVID-19. FEMA will be reimbursing us 75% of eligible expenses; MEMA will contribute 15%, leaving us the 10% balance. To date we have approximately \$6,000 in expenses. The coverage period is from January 20, 2020 to a date not yet determined.

- Helen and I participated in a webinar coordinated by Maine Municipal concerning a grant called “COVID-19 Keep Maine Healthy”. Application deadline is June 22<sup>nd</sup> and runs June 8<sup>th</sup> to October 31<sup>st</sup>. The grant will reimburse for Public Education, Physical Distancing measures and Local Business Enforcement. Items include signage, information, extra monitors in our recreational areas, responding to public complaints. Grant award should be known by June 30<sup>th</sup>.
- Received an email from the Historical Society and Cemetery Committee that they will not be able to use their funds this year due to COVID-19. They have surrendered them to the town.
- The front office will be closing at 5 pm. next Tuesday to allow staff to prepare for Town Meeting
- The front office will be closing at noon on June 30<sup>th</sup> for year-end procedures.

**B. Selectmen**

Edie Harnden had nothing to report.

Chris Parker had nothing to report.

Tim Mayberry had nothing to report.

**C. Department Heads**

The following report was submitted by Public Works Director Scott Douglas.

- Our town dock is in rough shape, we have made some of the repairs. We replaced a handful of the rotten deck boards and re-screwed the ones that we could, that were coming up.
- We spent a day on Dyke Mountain Road doing some ditching repairs.
- The work has continued on Hawkes Road.
- The new steps have been installed at the Town Office. I hope you all like them.
- All the trucks have been serviced; however there will be some more big repairs in next year’s budget. A few of the rams need to be sent out and repacked.
- Both the excavator and grader have now been serviced.
- Chris is working on creating service files for all the equipment and trucks.

- Michelle and I have had a few interviews for the job opening, we will keep you posted!
- We have done some culvert and road assessments, there are a lot of culverts that will need upgrades. We are working on creating a prioritization list as we go through and check each road.

Health Officer Helen Twombly reported that she is satisfied with how things are progressing with the COVID-19 situation in town. People have been cooperative in wearing their masks and only one death has been reported in the State of Maine in the last six days.

Town Clerk Maureen Scanlon advised the Board that at the next full Board meeting (the Municipal Election will be held on July 14<sup>th</sup> to fill the Board vacancies) she would like to address the matter of the camper trailers located at Nason's Beach Campground. Due to the COVID-19 situation the previously proposed practice of sending out annual invoices from the town office for the excise tax on these campers has not been done. It is unclear as to whether the owners of the campers will be able to use them this year because of the requirement of quarantining for fourteen days. She will be looking for direction from the Board as to how they would like her to proceed. This does not include the few that still have previous outstanding balances due for personal property and excise taxes.

## **VII. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

## **VIII. EXECUTIVE SESSION PURSUANT TO TITLE 1 § 405 (6) A: PERSONNEL MATTERS-PUBLIC WORKS**

Tim Mayberry made a motion to go into Executive Session at 6:25 pm. It was seconded by Chris Parker. Motion carried with all in favor.

The Board returned to the regular session at 6:46 pm. with no actions taken during Executive Session.

## **VIII. ADJOURNMENT**

Chris Parker made a motion to adjourn at 6:47 pm. It was seconded by Edie Harnden. Motion carried with all in favor.

**Respectfully submitted,**



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