

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, SEPTEMBER 15, 2020

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

**Due to COVID-19 Public Participation was limited at this meeting.
Attendees were advised of the following requirements in order to attend:
Please wear a mask and practice social distancing.
Comments may be emailed to: townmanager@townofsebago.org**

***Reminder to the attending public:
Select board meetings are open to the public, but the public may not speak unless
recognized by the Chair or Vice Chair in their absence.
Except during a public hearing, comment time is limited to 2 minutes per speaker
during public participation.
Matters related to personnel will not be heard or discussed.***

CALL TO ORDER

The meeting was called to order by Chairman Ann Farley at 6:00 pm.

PUBLIC HEARING #1: Changing the Polling/Voting Location from the Town Office to the Town Hall

The Town Manager reviewed the reasons for requesting that the Board approve the changing of the polling/voting location from the Town Office building to the upper level of the Town Hall building (aka Potter Gymnasium). This will allow for better adherence of social distancing practices during what is anticipated as being a large voter turnout election. Property taxes are also due on this date which would cause a lot more traffic congestion in the upper parking lot. Moving the voting location should alleviate parking problems by having voters utilize the lower parking lot. The upper lot can then be used by customers for other town business. Signage has been ordered to direct people to the proper locations for voting and other town business.

PUBLIC HEARING #2: 2020 General Assistance Ordinance

General Assistance Administrator Edie Harnden reviewed changes that have been made for 2020 in the General Assistance Ordinance. She stated that most of the changes pertain to misconduct that would disqualify an applicant for General Assistance services.

PUBLIC HEARING #3: 2020 General Assistance Maximum Levels of Assistance

General Assistance Administrator Edie Harnden stated that the maximum levels of assistance have gone up slightly. She reviewed the changes that have been made for 2020.

The Public Hearings were closed at 6:07 pm.

I. ROLL CALL

Present: Selectmen; Ann Farley, Edythe Harnden, Phil Lowe and Chris Parker, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Absent: Selectman Tim Mayberry

Guests present: Tina Vanasse, Claudia Lowe

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the start of this meeting.

III. ADJUSTMENTS TO THE AGENDA

ADDED AGENDA ITEM: New Business agenda item D. – Appointment of Susan Cummings to the Ad-Hoc Small Cemeteries Committee.

IV. CONSENT AGENDA

A. Approval of the September 1, 2020 Selectmen's Meeting Minutes

Ann Farley made a motion to approve the September 1, 2020 meeting minutes as presented. It was seconded by Edie Harnden. Motion carried with all in favor.

B. Approve Warrants #10, #11

Edie Harnden made a motion to approve Warrants #10 and #11 as submitted. It was seconded by Phil Lowe. Motion carried with all in favor.

V. OLD BUSINESS

There were no "Old Business" agenda items.

VI. NEW BUSINESS

A. Changing Polling/Voting Location Discussion/Vote

Ann Farley made a motion to approve the changing of the polling/voting location from the Town Office building to the upper level of the Town Hall building (aka Potter Gymnasium) as requested during the Public Hearing portion of this meeting. It was seconded by Chris Parker. Motion carried with all in favor.

B. Adoption of the 2020 General Assistance Ordinance

Phil Lowe made a motion to adopt the 2020 General Assistance Ordinance as presented during the Public Hearing portion of this meeting. It was seconded by Edie Harnden. Motion carried with all in favor.

C. Adoption of the 2020 General Assistance Maximum Levels of Assistance

Chris Parker made a motion to adopt the 2020 General Assistance Maximum Levels of Assistance as presented during the Public Hearing portion of this meeting. It was seconded by Phil Lowe. Motion carried with all in favor.

D. Appointment of Susan Cummings to the Ad-Hoc Small Cemeteries Committee

Ann Farley stated that Susan Cummings has agreed to serve on the Ad-Hoc Small Cemeteries Committee. (Note: There is no term limit for this position.)

Ann Farley made a motion to appoint Susan Cummings to the Ad-Hoc Small Cemeteries Committee. It was seconded by Edie Harnden. Motion carried with all in favor.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- John O'Donnell from O'Donnell and Associates will be at the next meeting to outline the re-valuation process. (He canceled tonight due to another engagement.)
- It has been discovered that the town garage was hit by a piece of equipment (backhoe) earlier this past spring. It has caused damage to the door frame and supporting wall. (The wall is buckling inward and it is causing issues with the operation of the door). The damage is significant enough that I probably will be filing a claim with the insurance company.
- Fred Harrington and Scott Douglas will be repairing the roof over the DEMO container at the Transfer Station. In addition, Fred is building a new porch and steps for the compactor building. He is donating the supplies - Thank you Fred!
- The price tag on Bulky Waste was \$9,767.73.
 - a.) North Coast (TVs, refrigerators, etc.) \$751.28
 - b.) Corey Roberge (Freon removal) \$506.00
 - c.) BDS-Tires (948 tires collected) \$2,988.00
 - d.) Container Rental (3) \$270.00
 - e.) Hauling (14 Hauls @ \$161.25) \$2,257.54

f.) Tipping (42.95 tons @ \$69.73) \$2,994.91

We did receive \$1,231.06 for metals giving us a net cost of \$8,536.67. I'd like to thank the staff for a job well done. Thank you!

- I am in the process of obtaining quotes to fix the façade of the Town Office (side facing road).
- I have researched the lease on the old town garage (you all have copies). I have spoken with the insurance company and since the building is 5,000 square feet, they do not recommend we go below \$71,000. According to the lease, we insure the building, and the tenant insures the contents. In addition, the tenant is responsible for repairs. Would you like me to drop coverage for the contents after I notify the tenant?

The Board agreed to have the tenant be responsible for insuring the contents of the building and have the Town Manager remove this from the town's insurance policy. Repairs that are performed on the building will be the responsibility of the tenant with the Town identified as an insured party and a copy of the coverage will be filed at the Town Office.

- The ropes to some of the swim buoys at the Town Beach have been damaged and have washed up on shore. Due to it being the "end of season", the buoys are being removed. We will have to put money in the budget to repair them next year. The dock will remain in place at least until Columbus Day.
- I have been contacted by an individual who wishes to donate 2 parcels of land that abut the Nature Conservancy as a charitable donation. In speaking with MMA, the transaction should be based on the fair market value of the land. This was brought up in 2017 in which the Board at that time chose to not consider the offer.

Once again, the Board did not take any action in consideration of this offer.

- Attended a webinar presented by MMA on Labor and Employment Laws. It was very beneficial.
- Our projected 2021 Local Road Assistance Program funding will be \$43,628 which is \$6,372 less than we budgeted. This is due to the reduction in highway funds revenues received. It is possible that additional adjustments may be made.
- You may have noticed a sign at the Veteran's Park for a virtual bike race. The Sebago Lakes Region Fuller Center for Housing is doing a virtual bike race as a fundraiser to assist seniors with home repairs.

The virtual race will run from September 12th through the 26th at which time the sign will be removed.

- Hawkes road is nearing completion, should be paving soon as well as Dolloff road.
- Public Works has been working on Dyke Mountain road replacing culverts and ditching. From there they will be working on Douglas Mountain road, then Kimball Corner road.
- Robert Payeur has been hired as a full-time Public Works employee. He has a Class A license and has worked with heavy equipment in the past.

B. Selectmen

Phil Lowe suggested raising the dollar amount for requiring bids. He stated that many other towns are doing this because of the cost that is sometimes incurred during the bid process such as advertisement, and legal counsel. This would be a change to the purchasing policy and therefore will be reviewed for recommendations by the Policy Committee.

Edie Harnden reported that she has received two or three recent donations to the Fuel Assistance Fund.

Edie Harnden suggested that the Town Manager contact the Department of Transportation (DOT) regarding the poor condition of Convene road to see if they will address the matter. The Town Manager will advise the DOT of the deteriorated condition of Convene road and ask that it be repaired. Phil Lowe stated that the corner of Anderson road and Route 114 also needs to be addressed. The Town Manager stated that she will have the Public Works department address the problem, even though the damage is considered to be on a State road.

Chris Parker had nothing to report.

Ann Farley asked the Town Manager for an update on COVID grant funds. Michele Bukoveckas responded that the town received approximately \$8,700 in COVID grant funding with approximately \$6,000 of it specifically earmarked for education and policing of business activities. The rest is for equipment and supplies.

Ann Farley reported that there is a tree overhanging the Kenison Cemetery on the Folly road. She would like to obtain bids to have it removed before it comes down and causes any damage. She also stated that more of the small cemeteries need some tree work done. There was some discussion on this matter.

C. Department Heads

In the absence of the Health Officer, the Town Manager gave a brief update on the status of COVID in Sebago. At this time, there is one confirmed case in Sebago. During the Town Manager's Report portion of this meeting she reported on some of the equipment that has been purchased to assist the Health Officer in performing her duties.

VIII. COMMENTS FROM THE PUBLIC

Sebago School Committee Member Tina Vanasse reported that the school year has successfully started. She reviewed the processes that are being followed by staff members to ensure student and staff safety which are going very well. Phil Lowe mentioned that the school also received COVID grant funds. Some of these funds will be paying for the use of a third bus for picking up students which will allow better social distancing of the students while riding the buses.

VIII. ADJOURNMENT

Phil Lowe made a motion to adjourn at 6:38 pm. It was seconded by Chris Parker. 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