

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, OCTOBER 6, 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.

I. ROLL CALL

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

Absent: Selectmen; Edythe Harnden, Phil Lowe

Guests present: Anne McMahon, Public Works Director Scott Douglas, John O'Donnell (from O'Donnell and Associates), Code Enforcement Officer Brandon Woolley, Wendy Newcomb

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 B. – Request from the SPICE Program (Anne McMahon).

IV. CONSENT AGENDA

A. Approval of the September 15, 2020 Selectmen's Meeting Minutes

Chris Parker made a motion to approve the September 15, 2020 meeting minutes as presented. It was seconded by Tim Mayberry. Motion carried with all in favor.

B. Approve Warrants #12, #13

Ann Farley made a motion to approve Warrants #12 and #13 as submitted. It was seconded by Chris Parker. Motion carried with all in favor.

V. OLD BUSINESS

There were no "Old Business" agenda items.

VI. NEW BUSINESS

A. 2021 Revaluation – John O'Donnell from O'Donnell and Associates

John O'Donnell, from O'Donnell and Associates, the town's Assessing Agents, reviewed the process and timeline for the 2021 Revaluation. He explained that their Assessors will be visiting properties and updating the property records which will include new photos. Law Enforcement has been notified and the Assessors carry a letter with them to identify themselves to property owners. In the event that no one is home during their visit, notices will be left at the property to advise the property owners of the fact that their property was visited by an Assessor. John answered questions from the Board.

A workshop will be held in the spring for the Board of Selectmen and the Assessors, prior to letters being sent to the property owners advising them as to the result of their assessment.

B. SPICE Program Request – Anne McMahon

Anne McMahon stated that she was present tonight to make a request on behalf of the SPICE Program. She and Wendy Newcomb explained that this has been a terrible year and SPICE would like to promote a community project which would honor the memory of each victim that has succumbed to the COVID-19 pandemic virus in the State of Maine. They would like to hang a small wooden heart (with a symbolic number, no names will be used) for each of the one-hundred and forty-two victims on the tree at the Veteran's Park that is used annually for the Christmas Tree Lighting ceremony. Additional hearts will be added as any additional victims are lost. Once the COVID-19 crisis has ended they will be removed from the tree.

The Board approved their request with the understanding that this tree will still be used for the annual Christmas Tree Lighting ceremony. The Town Manager requested that the SPICE organizers consult with Helen Twombly, the Health Officer, before the Heart Hanging ceremony takes place.

C. Code Enforcement Report

Code Enforcement Officer Brandon Woolley reported that in response to the Board's concerns regarding a policy for fences in town, he has created a document entitled "Sebago Fence Etiquette". He reviewed the intent of this draft document and distributed copies of it to the Board members for their review. After approval of the Board this will be addressed by the Policy Committee.

Ann Farley asked for an update on the status of the replanting of the trees at Douglas Mountain. Brandon stated that the trees have not been replanted yet by the parties that were notified that they must do so. There was some discussion regarding the fact that it is not too late to plant them now and that this is actually a prime time of year to do so. The Board agreed that the trees are to be replanted no later than the last day of October. They directed the Code Enforcement Officer to send a certified notice to the parties advising them of the Board's instructions.

D. C.I.P. (Capital Investment Program) Projects Discussion

Town Manager Michele Bukoveckas stated that there were no new requests from the Fire and EMS departments. Public Works has submitted three requests for Board approval to be sent to the CIP Committee for consideration.

Town Beach Dock Replacement – The dock located at the Town Beach is rotted and should be replaced. A quote was obtained for \$14,579.00 from Great Northern Docks for one that would be a little bit bigger than the existing dock that would be made out of aluminum. It will have a fifty year warranty. There was some discussion regarding the fact that although it may not last as long as an aluminum one, it would be much less expensive to replace it with a wooden one. There was also some discussion regarding the fact that this should be a budget item as opposed to a capital investment item.

Ann Farley made a motion to move the item to Budget Committee for their consideration instead of making it a CIP item. It was seconded by Chris Parker. Motion carried with all in favor.

In regards to the Town Beach, the Town Manager stated that she would like direction from the Board on how they would like her to proceed in respect to the \$10,000.00 that was budgeted this year to address the need for beach restoration. There was some discussion on what needs to be done with the Board directing the Code Enforcement Officer to submit a permit request to the State in order to move forward. It is understood that State employees are not working their regular schedules right now due to the COVID-19 situation which may cause a delay in proceeding with the permit process.

Brush Chipper – Scott Douglas stated that he believes it would be a great asset to the town to purchase a Brush Chipper as opposed to continuing to rent one as needed. The proposed cost is \$34,500.00. There was some discussion regarding the fact that this is not a piece of equipment that would be used on a daily basis. The Board agreed that it would be more cost effective to pile the brush on the sides

of the road and then rent a brush chipper for a week and go back to remove the piles that were left. It was also noted that the town currently pays an annual fee of \$250.00 to bring unlimited loads to the brush dump in Bridgton which is also more cost effective.

Ann Farley made a motion not to move the item to the CIP Committee with consideration of the fact that funds are expected to be diminished this year due to the COVID-19 situation. It was seconded by Chris Parker. Motion carried with all in favor.

Front End Loader with Wing and Plow Set-Up – Scott Douglas explained why he is recommending this purchase for improved winter road maintenance, especially in certain areas of town. The proposed cost is \$222,822.14. Tim Mayberry suggested that instead of adding another piece of equipment to what is already owned by the town, that the Public Works Director and the Town Manager consider trading in the John Deere 410E towards a stronger piece of equipment with a longer reach, such as a CAT while the John Deere still has value. There was some discussion on some CIP funds (\$66,000.00) that could also be used for this purpose.

Ann Farley made motion not to move the item to the CIP Committee with the understanding the other options will be researched. It was seconded by Tim Mayberry. Motion carried with all in favor.

E. Abatements and Supplements as Recommended by Assessor's Agent

The Town Manager presented the Abatements and Supplements as recommended by the town's Assessor's Agent. She explained that some of them were situations where the property taxes were abated due to being billed to the wrong party (former owner) and supplemental bills, for the same amount, will be committed to the correct party (new owner), which essentially makes them a wash with no additional financial impact to the town. The highest abatements are for some buildings that burned down. They were not removed from the tax rolls because the Assessors were unaware that they no longer existed. The Abatements total \$2,940.00, and the Supplements total \$1,354.00. It was noted that \$7,000.00 was budgeted for this purpose and the funds for the Abatements will come out of it.

Tim Mayberry made a motion to grant the Abatements and Supplements as presented. It was seconded by Chris Parker. Motion carried with all in favor. The Board proceeded to sign the documents for the approval of the Abatements and Supplements.

F. Board of Selectmen Meeting Schedule for November through March

The Town Manager reminded the Board that they normally only meet once a month during the months of November through March because of all the CIP and Budget meetings during that time. She requested that the Board hold the meeting for the month of November on the third Tuesday instead of the first Tuesday due to the fact that taxes are due and the Election will be held on that day. The Board agreed that this is acceptable and that the meetings will be held on the first Tuesday for the months of December, January, February and March.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- Submitted our second FEMA reimbursement. If all is approved, we can expect \$4,283.73. In addition, I have submitted invoices to be reimbursed for expenses related to the Keep Maine Healthy grant. To date, we have spent \$6,374.50 of the \$8,700 grant. Thank you to Helen Twombly for the great work she is doing.
- In speaking with MMA (Maine Municipal Association) concerning trees over town property/cemeteries; we must get permission from the land owner first. MMA advises that we could probably cut the branches that overhang town property (with permission), but could possibly be held liable for any damage to the tree as the result of the trimming.
- The hole at the end of Anderson Road and Route 114 has been filled.
- I have notified CIP (Capital Investment Program) members that the first meeting will be on October 28th here at the Town Office at 6pm.
- Leslie Hayes, our Recreation Director, is working with the PTC to have a movie night for Halloween. Social Distancing will be stressed. I believe she may also be working on a virtual pumpkin carving contest and a virtual costume contest. More info will follow; watch the website for more details.
- Porta Potties on Hawkes Road and at the Town Beach should be picked up soon if they haven't been already. Following the normal schedule, the Douglas Mountain, Peabody Pond Boat Wash and Historical Society ones are being winterized. The dock at the town beach should be removed after next week.

B. Selectmen

Tim Mayberry had nothing to report.

Chris Parker asked the Public Works Director about the proposed tree removal in the Kennison Cemetery (located on Folly Road) as mentioned in the Town Manager's report. There was some discussion between them on how this task should be performed.

Ann Farley mentioned that there are additional trees in the Fitch Cemetery (located on Bridgton Road) that need to be addressed. Basically, just branches need to be trimmed at this cemetery. She also informed the Public Works Director of two other small cemeteries that need minor fence/gate repairs. Scott will follow-up on completing the repairs.

Ann Farley read aloud a Thank-you note from Roberta Douglas for the \$3,500.00 check for the Food Pantry.

The Board decided that the Thursday morning meetings with the Town Manager will be suspended until January 2021.

C. Department Heads

Public Works Director Scott Douglas reported that road maintenance has been very difficult to perform this summer, but progress is being made. He proceeded to update the Board on several improvements that have been done throughout town. The equipment is in much better shape at this point. Winterization of the trucks is the next item to be addressed.

VIII. COMMENTS FROM THE PUBLIC

There were no comments from the public.

VIII. ADJOURNMENT

Tim Mayberry made a motion to adjourn at 7:20 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', written in dark ink.

Maureen F. Scanlon
Town Clerk