

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, FEBRUARY 9, 2021

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

PLEASE NOTE - DATE CHANGE

**Due to COVID-19 Public Participation is limited:
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, Edythe Harnden (via Zoom), Phil Lowe (via Zoom), Tim Mayberry and Chris Parker, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Guests present: Scott Douglas, Claudia Lowe and Leslie Hayes attended via Zoom, and Helen Twombly attended via phone.

II. PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

IV. CONSENT AGENDA

A. Approval of the January 5, 2021 Selectmen's Meeting Minutes

Phil Lowe made a motion to approve the January 5, 2021 meeting minutes as presented. It was seconded by Tim Mayberry. Motion carried with all in favor.

B. Approve Warrants #27 thru #31

Chris Parker made a motion to approve Warrants #27 thru #31 as submitted. (Note: Warrant #31 was added for approval during the meeting due to the original date being rescheduled to a later date.) It was seconded by Ann Farley. Motion carried with four in favor and Edie Harnden abstaining from the vote.

V. OLD BUSINESS

A. Town Report Dedication Discussion

There was some discussion regarding the fact that this should not be addressed while on camera in an effort to have the dedication recipient(s) surprised by the honor. The Town Manager stated that there is a letter in the Selectmen's meeting packet with the information that was previously discussed. It was suggested that this letter be used as a tool for maintaining the element of surprise by using it to mark their recommendations and/or comments for the dedication. This will be discussed at a later meeting.

B. Spirit of America Award Discussion

This matter will be handled in the same manner as stated above for the Town Report Dedication Discussion.

VI. NEW BUSINESS

A. Signing of Assessor's Agent Contract for Sebago's Equalization Program

Town Manager Michele Bukoveckas explained that this is the official contract for John O'Donnell & Associates to perform the town's re-valuation. She proceeded to review the services covered by the contract at a cost of \$182,725.00 during the time period of 11/10/2020 to 8/15/2021. The new values will be used when taxes are committed in the fall. John O'Donnell is scheduled to attend the March meeting via Zoom to review the tasks that have been completed so far and the next steps in the process. He will also answer any questions from the Board.

Tim Mayberry made a motion to sign the contract. It was seconded by Phil Lowe. Motion carried with all in favor.

B. Town Hall Rental Policy Discussion

Ann Farley explained that this policy was recently reviewed by the Policy Committee. The suggested revisions to this policy were reviewed for the Board.

- The verbiage for fees being charged to Sebago's community organizations such as the Auxiliary and the Lions Club has been removed. Fees will no longer be charged for these organizations.
- The daily rental fee for residents has been increased from \$50.00 to \$150.00 with a required deposit of \$150.00.
- If it is a large event that requires traffic control, the renter will be required to pay extra for that service. This new item has been added to address the problem of vehicles owned by Town Hall event attendees blocking the access doors of Fire Station 1 which may cause a delay in response time for fire trucks.
- The daily rental fee for non-residents has decreased from \$500.00 to \$300.00 with a required deposit of \$300.00.
- The rental fee for people wanting use the building for activities such as playing basketball is \$10.00/hr.

Ann Farley made a motion to accept the (revised) "Use of the Town Hall/Recreation Center" policy. It was seconded by Chris Parker. Motion carried with all in favor.

C. Opening Gym Discussion – Recreation Director; Leslie Hayes

Recreation Director Leslie Hayes presented her proposal for starting to re-open the gymnasium at the Town Hall. This will be based on a limited availability, for recreational usage, such as exercise, yoga, walking, basketball. Full team games will not be permitted yet. Leslie will be present at all times and cleaning/sanitizing the facility between groups.

Health Officer Helen Twombly confirmed that there will be no spectators allowed and that in addition to Leslie being present at all times and cleaning/sanitizing as needed that she will also assure that masks will be worn by everyone at all times. With these stipulations taken into consideration, Helen stated that she is fine with this idea. Leslie also mentioned that as an added safety measure, she can incorporate the taking of participant's temperatures before they enter the building.

Tim Mayberry made a motion to allow Recreation Director Leslie Hayes to open up the Town Hall gymnasium at her discretion. This will not include any organized exercise classes, birthday parties or weddings. It is strictly for limited recreational purposes. It was seconded by Phil Lowe. Motion carried with all in favor.

D. Tree Growth Penalty – Supplemental

The Town Manager explained that there are two different types of tree growth penalties. One is when the property has willingly been withdrawn from the Tree Growth tax status by the property owner. The second is when a lot has been split and the property owner is assessed a penalty, and receives supplemental tax bill for the penalty. The penalty being addressed at this meeting is the second type where the property owner has split their lot and is being assessed a supplemental tax. This penalty is \$742.00.

Ann Farley made a motion to grant the Tree Growth Penalty Supplemental Assessment. It was seconded by Chris Parker. Motion carried with all in favor.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- Spoke to both MMA Worker's Comp and our insurance carrier for property and causality and both stated, that although preferred, 2 people at the transfer station is not a requirement /danger to coverage. It was stated that having the personnel where a device (life alert) which would automatically call out if needed could be an alternative. I have asked Scott Douglas to make sure 2 people are present at least when the cans are being changed.
- Sent information to MMA to get an insurance quote.
- While speaking with the current P & C carrier about the above, it was stated that they are looking at other companies to see if the town can get a better rate.
- Attended a Broadband meeting at the school to begin the process of obtaining a grant to explore expanding the broadband in town. As part of the process a Committee has been formed. I contacted GPCOG and we will be getting an intern through the Resilience Corp AmeriCorps Program at no cost. In addition, we may be able to join other towns in a mapping effort, which will reduce the cost, I will be meeting with area towns on Feb. 17th.
- I signed a 5-year contract with Consolidated Communications for phone and broadband. The contract is for a fixed rate and applies to both broadband and phone services. The Town Office will be receiving broadband on fiber. The other locations will be a regular connection with the option of upgrading at a later date. The system has not been upgraded since 2012. The phone system would be VOIP and the town's phone numbers would not change.
- John O'Donnell & Associates would like us to schedule a Zoom Conference call in March to show the Board the cost sales tables and schedules.

- Met with EMA to tour the gym as a possible COVID vaccine distribution site. At this time, it is preliminary and only for first responders. The first clinic was held this past Saturday.
- Met with MDEP (Maine DEP), PWD (Portland Water District), Brandon Woolley, Scott Douglas, CCEMA (Cumberland County EMA) to begin discussion regarding the Long Beach Corridor. Cumberland County and Portland Water District both agree this is an important issue that needs addressing. Margaret will follow up with MDOT (Maine Dept. of Transportation).
- Brandon Woolley spoke with a gentleman that has a barge and excavator that is willing to pull sand from beyond the sand bar to an area that our equipment could reach to begin the beach restoration. His quote is \$11,500 and we have \$10,000 in the budget. Brandon has applied for the PBR (Permit by Rule) for this project. If we do not spend the amount this year, I would recommend placing these funds into CIP as this will be an ongoing process.
- Sometime this month Loon Echo will be purchasing about 22 acres on the east side of the Folly Road bridge. The acreage is composed of 3 lots. They plan to use the space for a small, recreational parking area to access the larger Community Forest lots, and will also protect an existing, informal hand-carry boat launch for the Northwest River. In addition, they plan to meet with the Planning Board and install a small kiosk and signs, and clear some brush around the hand carry boat launch to make the space more accessible. They plan to continue to pay property taxes on the lots, and will seek to do so at the Open Space rate. They wish to thank the Board for their support.
- Budget Committee has met 4 times, with the last items being discussed tomorrow night. We will then need to meet with CIP and the Board of Selectmen to finalize the product.
- I am having HR Maine Consulting review our Personnel Policy. The policy has had many “make overs” over the years, but times are very different since it was originally drafted, such as gender neutrality... In addition, there are probably policies within the policy that could be “stand alone” policies. This firms charges \$80/hour and they figure it would take about 6-10 hours. Funds could come from the legal account. I feel that a professional cleaning would be less expensive than a law suit and this would bring our policy up-to-date with all the new labor laws.
- I will be closing the Town Office for 2 hours on Wednesday, February 24th for Trio Training.
- Received estimates on 3 generators:

Station 1 \$5,878.40

Town Hall \$7,820.38
Town Office \$8,065.74

We currently have \$16,883.11 in CIP with an anticipated budgeted amount of \$3,186 for FY 22. From my understanding, Station 1 is the most critical. Do we want more quotes? Do we want to proceed with 2 of these?

Tim Mayberry suggested getting pricing on Kohler generators. Scott Douglas is looking into obtaining quotes and will look into replacing the existing generators with the Kohler brand. It was noted that the three generators that require the above quoted repairs are the Generac brand.

- The Cemetery Mowing Contract expires this year. The original contract had a clause that allows for the renewal for an additional 2 years. Our current contractor is very meticulous and provides a great service. They are knowledgeable of the locations and provide communications when necessary. I will therefore be extending their contract for another two years.

Tim Mayberry made a motion to extend the cemetery lawn mowing contract for another two years with Dana Bachelder (dba Sebago Eclectic Mercantile). It was seconded by Phil Lowe. Motion carried with all in favor.

- The Lions wish to use the Town Hall for a free meal distribution. In speaking with Helen, she feels this is a great idea providing that safety protocols are in order. The date is Feb. 19th, with a snow date of Feb. 21st. It has been mentioned, that this event will be canceled by the Health Officer, if need be.
- Will be attending a webinar on running effective “Zoom” meetings.
- I will not be available the first meeting in March and would like to postpone the meeting from the first to the third Tuesday, which would be March 16th, with only one meeting being held in the month of March.

The Board agreed that this would be acceptable, therefore the next regularly scheduled Selectmen’s meeting will be held at 6:00pm on Tuesday, March 16, 2021.

B. Selectmen

Tim Mayberry stated that he had nothing to report but wanted to mention that the Public Works department is doing a good job on the roads this winter.

Chris Parker suggested that a retaining wall be installed at the beach so it will stop the need of paying to have the sand dredged every year. Discussion ensued on different process and funding options.

Chris also agreed that the Public Works department has been doing a good job on the roads.

Ann Farley reported that Chris Parker offered to do some tree trimming work at the Fitch Yard cemetery which is located by the old schoolhouse. There is \$822.00 available in interest in the perpetual care account for this cemetery. He is willing to perform services up to this dollar amount.

Due to the fact that Chris is a Selectman and will be paid for his services through the town, Phil Lowe made a motion that the Board approve the hiring of Chris for this job. It was seconded by Tim Mayberry. Motion carried with four in favor and Chris Parker abstaining from the vote.

Phil Lowe stated that he had nothing more to report than what was already aptly covered by the Town Manager.

Edie Harnden had nothing to report.

C. Department Heads

Public Works Director Scott Douglas reported that the public works department has mainly been plowing snow and keeping the trucks maintained.

Health Officer Helen Twombly stated that she didn't have much to report, but she is very happy that we are getting people vaccinated and that the number of our active cases has not increased over the last couple of weeks.

VIII. COMMENTS FROM THE PUBLIC

There were no comments from the public.

IX. Executive Session, Pursuant to Title 1 § (405) (6) (F) Discussion of Confidential Records – Poverty Abatement: and Title 1 § (405) (6) (A) Personnel Matter – Town Manager Performance Evaluation

Ann Farley made a motion to go into Executive Session for the discussion of confidential records – Poverty Abatement pursuant to Title 1 § (405) (6) (F) at 6:47 pm. It was seconded by Chris Parker. Motion carried with three in favor. Phil Lowe and Edie Harnden abstained from the vote due to the fact that they were unable to participate in the Executive Session via Zoom because of the inability to assure confidentiality.

RECORDER'S NOTE: It was decided that the Executive Session for the Town Manager's Performance Evaluation pursuant to Title 1 § (405) (6) (A) would not be held at this meeting due to the fact that the two Board Members attending this meeting via Zoom were unable to participate because of the inability to assure confidentiality. This will be added to the agenda for the March 16, 2021 meeting.

The Board returned to regular session at 6:59 pm with no action taken during the Executive Session.

Ann Farley made a motion to deny the Poverty Abatement and to refer the applicant to General Assistance and recommend they set up a monthly payment arrangement with the Town Manager. It was seconded by Chris Parker. Motion carried with three in favor and two not in attendance.

X. ADJOURNMENT

Tim Mayberry made a motion to adjourn at 7:00 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