

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, MARCH 16, 2021

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

**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 and Tim Mayberry, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Absent: Selectmen; Phil Lowe and Chris Parker

Guests present: John O'Donnell, Mike O'Donnell, Jim Libby

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 February 9, 2021 Selectmen's Meeting Minutes

Edie Harnden made a motion to approve the February 9, 2021 meeting minutes as presented. It was seconded by Tim Mayberry. Motion carried with all in favor.

B. Approve Warrants #32 thru #36

Ann Farley made a motion to approve Warrants #32 thru #36 as submitted. It was seconded by Edie Harnden. Motion carried with all in favor.

V. OLD BUSINESS

There were no "Old Business" agenda items.

VI. NEW BUSINESS

A. Sebago Tax Equalization Program Presentation – O'Donnell & Associates

John and Mike O'Donnell from John E. O'Donnell & Associates, Inc. attended tonight's meeting to review the Tax Equalization Program with the Board of Selectmen and answer any questions they may have regarding the process.

John O'Donnell distributed/reviewed a breakdown and timeline of their Revaluation Work Plan. The target date for completion of the town wide revaluation is August 1, 2021.

Town Manager Michele Bukoveckas read aloud a letter submitted by town resident Bruce Hart regarding the current real estate market and his concerns on how it may significantly affect the new assessed property values. Mr. Hart mentioned that he is a Real Estate Appraiser (which attests to the fact that he is familiar with the fluctuating real estate market). Mike O'Donnell distributed information regarding the Sales Ratios for Sebago from 2018, 2019, and 2020 to present, which addresses Mr. Hart's concerns about using only the most recent Sales Ratio. Mike educated the Board on the options available to them and the overall effect of the decision they make. The ratios they choose to use will ultimately impact the mil rate and the Homestead Exemption. Mike recommended using a 2-year window; the latter half of 2019 to the first half of 2021. After careful consideration, the Board agreed to use the 2-year window as recommended by the Assessors.

John and Mike O'Donnell will continue to keep the Board informed of their progress in completing this process.

B. Budget – CIP Discussion

The Town Manager proceeded to review the significant changes to the proposed 2022 Budget and answered questions from the Board.

It was noted that Dispatch Services are moving from a calendar year to a fiscal year which will result in a one-time additional fee in order to accomplish this change. Essentially, we will be paying for one and a half years of Dispatch Services from the 2022 budget. The Town Manager mentioned that the same thing is being considered for the yearly Cumberland County tax

which means an additional fee will result in the future if they choose to also make this change. However, at this time, it is not expected to affect the 2022 Budget.

The amount of \$7,000 was added to the Transfer Station Building Maintenance line item #30-06-27-01 to extend the roof from the compactor over the recycling container as recommended by the Public Works Director. This cost would include the removal of the smaller existing roof. There was some discussion on whether or not there is a need to do this repair.

Tim Mayberry made a motion to drop the amount in the Transfer Station Building Maintenance line item #30-06-27-01 to \$2,000 and not build the extended roof from the compactor over the recycling container. It was seconded by Edie Harnden. Motion carried with all in favor.

Overall, this proposed budget is approximately 1% less than it was last year.

C. Town Meeting Warrant – 1st Draft

The Town Manager proceeded to review the draft of the proposed Town Meeting Warrant and answered questions from the Board.

Proposed Article 24 reads as follows: To see if the Town will vote to establish an interest rate of 4-6% on delinquent property tax bills and establish property tax due dates on the first Tuesday in November 2021 and on the first Tuesday of May 2022 for two equal payments. The Town Manager explained that interest rate has historically been and is currently 7% for delinquent property taxes. This allowable range of 4-6% is set by the State.

Tim Mayberry made a motion to set the interest rate for delinquent property tax bills at 5%. It was seconded by Ann Farley. Motion carried with all in favor.

The final version of the proposed warrant will be presented to the Board for their approval at their next regularly scheduled meeting.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

In order to maintain the element of surprise for the chosen candidates, the Town Manager distributed a ballot with the nominations for both the 2020 Annual Report Dedication and the 2020 Spirit of America Award. She asked the Board to complete them and return them to her at the next meeting.

- Broadband Committee continues. We will be moving forward with surveys to assess the areas of need and interest. From there we will move forward with a Planning Grant later this year when they become available.

Does the Board feel like they would like to formally create the Committee and appoint the members?

The Board decided that this committee shall continue as an Ad-Hoc committee.

- COVID-19 Relief Package. It appears Sebago may receive \$182,000 for COVID-19 Relief under the new stimulus package. The funds would be distributed over 2 years and will have specifics on how the funds can be spent, such as infrastructure, waste water, and broadband. Will share more information as it becomes available
- VetroFiber – I, as well as Eric Hall (an intern from GPCOG) will be training in VetroFiber which is a mapping tool to be used in the broadband expansion process. The software is being offered “free” for 6 months.
- I have ordered the flags for Memorial Day. In addition, I've ordered some extra American, State of Maine, and POW flags in case some need replacing.
- The refrigerator at the Town Hall was not cooling. I called Pine Tree Restaurant Equipment and we discovered that it has a small leak which they couldn't find. They filled it with freon and it was monitored for several weeks. Recently I had them come back and the leak is in the evaporator. It has been out of warranty since 2019. It will be \$716.11 for the part, installation and freon. Not sure when it will be replaced as the part is on backorder.
- There was an interesting article in the Maine Towns and City this month concerning establishing a “Brand” for the town. I have sent an email to a few individuals in town to begin forming a committee to develop a “brand” for Sebago. This does not mean replacing the current seal, but something “catchy” to attract people to Sebago.
- Copies of the Monitoring Report for the Perley Mills Community Forest are in your packets. Parts of the property need blazing. In regards to the encroachment, I have spoken with Brandon who stated he had spoken with the responsible party (Feb 23, 2021). Brandon will be going back out to verify there is an encroachment. If there is, he will address the issue with a letter.
- I have executed the lease agreements with SYAA (paid until 2026), and Sebago Volunteers (paid until 2030).
- ‘Sup Sebago – Decided to bring the Newsletter back, but in a new format. It will be used as a communication tool for the citizens. It is our hope to do the newsletter on a monthly basis and include current items such as road work, meetings, and other “current events”. We plan on not going beyond 2 pages. It is our hope to place this newsletter on the web, Facebook and maybe a few areas in town. Thank you to Desirae for a great job!

- Scott Douglas and I attended a Webinar by Maine DOT called “Stretching your Budget with Pavement Preservation”. We both found the webinar to be extremely beneficial and will be using some of the tools mentioned in our future budgeting efforts.
- I have been informed that the Catholic Church in Sebago will be going up for sale. Is there any interest in pursuing acquiring the building and grounds?

The Board did not express an interest in having the town purchase this property.

- Received a \$100 donation from Mr. Elliott Randall. He stated he would like the funds to be used toward the purchase of a new dock.

B. Selectmen

Edie Harnden had nothing to report.

Tim Mayberry had nothing to report.

Ann Farley recommended proceeding with the Executive Session portion of this meeting, even though there is not a full Board in attendance, considering the fact that it has been rescheduled several times already. The other two Board members present agreed with Ann to proceed with the Executive Session.

C. Department Heads

The Town Manager read aloud a report from Health Officer Helen Twombly. Sebago is doing well in providing the COVID vaccines. She suggests that anyone that needs one should get the vaccine and has offered to help people obtain an appointment if they need one. There are no deaths in Sebago from the virus. Sebago Days has been approved to take place, unless the COVID situation worsens. She is asking people to still be careful even if they have received the vaccine.

Town Clerk/Registrar of Voters Maureen Scanlon explained that due to COVID, the location for the Presidential Election that was held last November was temporarily approved by the Board of Selectmen and the State of Maine to be held in the upper level of the Town Hall building instead of the normal location of the Town Office building. She explained that although this location adds additional work in order for her to conduct elections there, the floor plan has been set up well and allows for better social distancing of the voters and election staff. The traffic and parking control is greatly improved and allows for better service of customers at the Town Office building during an election.

In an effort to maintain the health safety of our residents, consistency in the voting location for the voters, and the fact that the location change was previously approved by the Board of Selectmen, she requested and received approval from the State of Maine's Division of Elections to make the upper level of the Town Hall building the permanent location for holding future elections.

VIII. COMMENTS FROM THE PUBLIC

Jim Libby stated that he is a member of the Budget Committee. He commented on some errors that were found and corrected by the Budget Committee in the final CIP (Capital Investment Program) Committee's report. They were found to be problems with the formulas in the computer program. He suggested that there may be some improvements that should be made to the Capital Investment Program itself. The Board thanked him and agreed to take it into consideration.

IX. Executive Session, Pursuant to Title 1 § 405 (6) (A) Personnel Matter – Town Manager Performance Evaluation

Ann Farley made a motion to go into Executive Session for a Personnel Matter – Town Manager Performance Evaluation pursuant to Title 1 § 405 (6) (A) at 8:05 pm. It was seconded by Tim Mayberry. Motion carried with all in favor.

The Board returned to regular session at 8:30 pm.

Ann Farley made a motion to compensate the Town Manager with a salary of \$75,000. It was seconded by Tim Mayberry. Motion carried with all in favor.

X. ADJOURNMENT

Tim Mayberry made a motion to adjourn at 8:31 pm. It was seconded by Edie Harnden. Motion carried with all in favor.

Respectfully submitted,



Maureen F. Scanlon
Town Clerk