

MINUTES  
SEBAGO BOARD OF SELECTMEN'S MEETING  
6:00 PM  
TOWN OFFICE  
TUESDAY, MAY 4, 2021

ALL REGULAR BOARD OF SELECTMEN MEETINGS  
ARE HELD THE 1<sup>ST</sup> AND 3<sup>RD</sup> 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](mailto: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, Phil Lowe, Tim Mayberry and Chris Parker, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Guests present: Mike O'Donnell, Philip Strike, Scott Douglas, Lisa Douglas

### **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 April 20, 2021 Selectmen's Meeting Minutes**

Edie Harnden made a motion to approve the April 20, 2021 meeting minutes as presented. It was seconded by Phil Lowe. Motion carried with three in favor and both Chris Parker and Tim Mayberry abstaining from the vote.

## **B. Approve Warrants #43 and #44**

Edie Harnden made a motion to approve Warrants #43 and #44 as submitted. It was seconded by Ann Farley. Motion carried with all in favor.

## **V. OLD BUSINESS**

### **A. Adoption of the Revised Alcohol and Drug Policy**

The Town Manager stated that this revised policy assures better compliance with Federal Law. It was formally part of the Personnel policy, but has now been separated out as a standalone policy.

Ann Farley made a motion to adopt the Revised Alcohol and Drug Policy as presented by the Town Manager. It was seconded by Chris Parker. Motion carried with all in favor.

## **VI. NEW BUSINESS**

### **A. Assessor's Agent Revaluation Presentation**

Mike O'Donnell from John E. O'Donnell & Associates presented the Board with a letter that was composed by John O'Donnell that addresses concerns regarding the impact of COVID on the sales assessment ratio, for their review. He then proceeded to review, in detail, the town's historical data regarding prior valuations and the overall affect of them over the years. He explained what needs to be taken into consideration when completing the revaluation process during these unprecedented times. It is especially important because as has been shown historically for the Town of Sebago the process of doing another town wide revaluation will not be done again for many years to come. He then answered the Board's questions and informed them of the next steps in the revaluation process. He will meet with the Board again at the June 15<sup>th</sup> meeting. A copy of the aforementioned letter and the graphs showing the historical data is attached to and does hereby become a part of the original set of these minutes.

### **B. Signing of the Sebago School Budget Town Meeting Warrant**

The Town Manager stated that this is the Warrant for the School Budget Town Meeting that will be held on Tuesday, May 25<sup>th</sup> immediately following the Annual Town Meeting.

Ann Farley made a motion to sign the Sebago School Budget Town Meeting Warrant as presented. It was seconded by Edie Harnden. Motion carried with all in favor.

### **C. Signing of the June 8, 2021 Sebago School Budget Validation Warrant**

The Town Manager stated that this is the Warrant for the School Budget Validation Referendum Election that will be held on Tuesday, June 8<sup>th</sup>.

Ann Farley made a motion that the Warrant and Notice of Election for the Sebago School Department Budget Validation Referendum presented to the meeting be approved; and that a budget validation referendum be called for June 8, 2021, for the purpose of approving the budget adopted at the Sebago School Department Budget Meeting for the 2021-2022 fiscal year. It was seconded by Chris Parker. Motion carried with all in favor.

## **VII. REPORTS FROM TOWN OFFICIALS**

### **A. Town Manager**

- I will be sending the Annual Report to print as soon as I receive the audit report from the auditors.
- Prep work has begun for Town Meeting: moderator, “over flow room and supplies to be in compliance of COVID regulations”, LRTV has been contacted, usual handouts. Reminder, masks and social distancing will be required.
- Public Works has begun some dredging of the channel at the Town Beach. I have received some positive feedback.
- The personnel audit has been completed. Just a few housekeeping items that needed addressing (I-9 forms storage, trainings). As a result, I will be updating job descriptions to make them ADA compliant.
- Working on updating various policies. (office safety policies)
- I am working with Cumberland County Emergency Management to update our Emergency Operations Plan. The last time it was updated was in 2012. This will be critical in applying for FEMA grants. It is a long-detailed document which I will present to you when completed for your adoption.
- A meeting with MEMA, CCEMA, MDOT, MDEP, and Portland Water District was held to discuss the drainage issue in the Long Beach area. It was a great discussion and I left the meeting optimistic. MDOT will develop some strategies and/or possible solutions and bring them back to the group in about 3 months. We will be looking into some green infrastructure as a possible solution. This is a huge project; grants will need to be applied for (BRIC (Building Resilient Infrastructure and Communities) and 319 grants (restoring or protecting waters named as watersheds)). It was mentioned that because this is a multi-agency project, and with the

possibility of green infrastructure, it will move Sebago to a very favorable position for funding. We will need to be prepared for matching funds and/or labor. I will keep you posted as this project develops.

- At our last meeting, I mentioned that municipalities through a local option election authorized the licensing of business to sell liquor in the municipality. This was based on the type of sales and establishments. As a result, some establishments may have been left out of the permissions under that law. LD 1642 (which is heading for a public hearing this week and is listed as opt to pass will allow municipalities to authorize the sale of liquor by allowing the municipal officers to vote to affirm the results of a prior local option election held for that purpose. This would be done during a regular Board of Selectmen Meeting instead of a referendum vote...more to come.
- I will be on vacation next week.

## **B. Selectmen**

Phil Lowe had nothing to report.

Edie Harnden had nothing to report.

Chris Parker asked Scott Douglas what the top priority goals for the Public Works Department are at this time. He suggested that some of the roads are becoming undermined and should be repaired before the damage becomes too extensive. Scott agreed that this is a priority and will address the problem.

Tim Mayberry had nothing to report.

Ann Farley suggested holding a workshop with the Fire Department at the second meeting in July. This will be scheduled.

## **C. Department Heads**

Public Works Director Scott Douglas reviewed the progress that has been made on the Beach Restoration project. He also reported that the sweeping and grading of the roadways will start next Thursday.

Town Clerk Maureen Scanlon gave her final report on the status of the nomination papers for the Municipal election being held on June 8<sup>th</sup>. Sample copies of the ballot were distributed for the Board's review. She explained that several individuals did not return their nomination papers, which left several open positions with no one running for them on the ballot. This is because the COVID situation has eliminated the opportunity to obtain signatures at large gatherings. However, she has been informed that several individuals are planning to run for the open positions as Write-

In candidates. She reminded the Board that the Municipal and School Budget Validation Referendum elections will be held at the Town Hall building in order to maintain consistency for the voters.

#### **VIII. COMMENTS FROM THE PUBLIC**

Phil Strike stated that two channel markers are missing at the Town Beach. He asked if the town can request that the State replace them in order to deter the aggressive boat traffic. This will be done.

#### **VIII. ADJOURNMENT**

Phil Lowe made a motion to adjourn at 7:16 pm. It was seconded by Tim Mayberry. 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**