

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

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

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 only during public comment.
Comment time is limited to 2 minutes per speaker.
Matters related to personnel will not be heard or discussed.

NOTE: Attendees of this meeting were notified (by signage at the entrance to the room) of the Health Officer's recommendation to wear face masks. Both face masks and hand sanitizer were made available for attendees.

CALL TO ORDER

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

I. ROLL CALL

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

Absent: Selectmen; Charles Frechette and Chris Parker

Guests present: Michael Borsetti, Virginia Williams, Claudia Lowe, David Twombly, Lorane Umberhind, Tim Matthews, Marc Assante, Brandon Woolley

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 October 19, 2021, October 26, 2021 and November 2, 2021
Selectmen's Meeting Minutes**

Phil Lowe made a motion to approve the October 19, 2021, October 26, 2021 and November 2, 2021 meeting minutes as presented. It was seconded by Tim Mayberry. Motion carried with all in favor.

B. Approve Warrants FY 22: #17 thru #20

Ann Farley made a motion to approve Warrants FY 22: #17 thru #20 as submitted. It was seconded by Phil Lowe. Motion carried with all in favor.

V. OLD BUSINESS

A. Public Safety Building RFP Discussion/Approval

The Town Manager reminded the Board that at the last meeting where this subject was discussed it was decided to send it back for some additional language. She proceeded to review the changes that have been made to the Public Safety Building RFP since that meeting.

There was some discussion on the RFP that will be sent out in mid-December and the overall building process.

Tim Mayberry made a motion to approve the Public Safety Building RFP as presented. It was seconded by Phil Lowe. Motion carried with all in favor.

VI. NEW BUSINESS

A. Zoning Board of Appeals Appointment

Ann Farley explained that there are two applicants for the vacant Zoning Board of Appeals position; Steven Driscoll and Marc Assante.

Ann Farley made a motion to nominate Steven Driscoll for the position due to his prior experience as a City Council member in Calais, Maine and his knowledge of USC codes and state and municipal rules and regulations. It was seconded by Tim Mayberry. Motion failed with one in favor and two opposed.

Phil Lowe made a motion to accept the application from Marc Assante. It was seconded by Tim Mayberry. Motion carried with two in favor and one opposed.

Mr. Assante was appointed to the Zoning Board of Appeals and will be sworn into office.

B. Personnel Policy Amendments

Town Manager Michele Bukoveckas stated that a couple of changes have been made to the Personnel Policy to address holiday pay for part-time employees that work on a holiday, such as the EMTs and Transfer Station attendants. She also explained that overtime pay is paid to EMS staff after

they have worked fifty-three hours in a week which is in alignment with the federal labor standards. There was some discussion on the matter of overtime pay which is to be further reviewed before being approved.

Phil Lowe made a motion to approve the Holiday Pay portion of the Personnel Policy as presented. It was seconded by Ann Farley. Motion carried with all in favor.

C. Driver Safety Program Approval

The Town Manager reported that the town's insurance provider recommended the implementation of this program. She reviewed the proposed program for the Board.

Ann Farley made a motion to accept (approve) the Town of Sebago Driver Safety Program. It was seconded by Tim Mayberry. Motion carried with all in favor.

D. Abatements as Recommended by Assessor's Agent

The Town Manager reviewed the Abatements being submitted for Board approval as recommended by the town's Assessor's Agent. The total amount of abatements is \$3,019.55.

Tim Mayberry made a motion to accept (approve) the Abatements as presented. It was seconded by Phil Lowe. Motion carried with all in favor.

The Board proceeded to sign the Abatement documents that will be processed by the Town Clerk.

E. Ordinance Review Committee Appointments

Ann Farley explained that as requested by the recent Citizens Initiative Petition an Ordinance Review Committee has been formed. The members to be appointed to this committee are as follows:

Brandon Woolley (Code Enforcement Officer)
Charles Frechette (Board of Selectmen)
Paul White (Planning Board)
David McCarthy (Zoning Board of Appeals)
Grosvenor Newcomb (Citizen at Large)
Barry Jordan (Citizen at Large)

The first meeting will be held on Wednesday, December 1st.

Ann Farley made a motion to appoint the members of the Ordinance Review Committee as presented. It was seconded by Phil Lowe. Motion carried with all in favor.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- Generators are waiting for the propane techs and will be ready to go. Once the old ones are decommissioned, I will put them out to bid.
- The 2007 MACK Roll-off truck has had some repairs and is going to DOT at 8am tomorrow for inspection, and then it will be heading for Maine. Upon receipt, I will place the old Roll-off truck out to bid unless you want me to do it now.
- Carl Hoskins, our Animal Control Officer (ACO), has accepted a position with the State Animal Welfare. Ricky Guilbeault has been hired as our new ACO (he was our alternate).
- There is/was a leak in the water line between the well and the principal's house. It turned out to be a minor fix, thank you Public Works.
- Sent out a RFP for IT services and have received a great response. I hope to present these at your next meeting in order to incorporate into next year's budget.
- Scott Douglas is working on getting estimates to fix the flashing, gutters, hand rails and attic window as well as placing sheetrock above the furnace at the old town hall.
- Working on monthly building and vehicle check lists as well as other policies.
- Met with MDOT to discuss easements and ROW along RTE 114 for the drainage project. We will be meeting again in the near future to discuss various solutions.
- Working on the Cable Franchise (not to be confused with Broadband).
- Public Works will be grading roads and getting the plows ready. The backhoe is at Nortrax getting its 2000-hour service. There are many lights coming on, so they are going to trouble shoot it. In addition, a U joint is being replaced. The 2017 Freightliner is having computer issues.
- Lake Region TV is unable to film our Special Town Meeting. We will be able to set up our camera, but sound may be an issue.

B. Selectmen

Phil Lowe asked about the status of the COVID 100 employee mandate in regards to the town's employees. The Town Manager responded that the town has 85 employees, including the Board and Committee members. Therefore the mandate does not apply to us. Although EMS does not have to follow the vaccine and testing mandate, the Southern Maine EMS,

which the town belongs to, supersedes this and requires our EMS personnel to adhere to the requirement of being vaccinated or tested weekly. At this point, there are still three EMS employees that have not been vaccinated and will not be able to work any shifts until then.

Phil Lowe mentioned that although the property owner on Naomi Street removed the rocks from the town's property as requested by the town, the snow stakes still have not been removed.

Phil Lowe made a motion to have the Public Works department remove the snow stakes at the end of Naomi Street. It was seconded by Ann Farley. Motion carried with all in favor.

Tim Mayberry had nothing to report.

Ann Farley mentioned that the dock at the town beach still has not been removed for the season. The Town Manager responded that it was scheduled to be done already and that she will look into the matter.

C. Department Heads

Town Clerk Maureen Scanlon reported that the recent election went very well at the Town Hall building and that the process of holding the elections there is still being fine-tuned.

Code Enforcement Officer Brandon Woolley asked the Board for direction on how to respond if the Naomi Street property owner complains about the removal of his snow stakes, in regards to the other infringements on town property in this area that are not being addressed. The Board chose to proceed with their decision and address any future matters in this area as needed.

VIII. COMMENTS FROM THE PUBLIC

Michael Borsetti requested that a street light be placed at the end of Hawkes Road, on Route 114. He explained that it is a blind spot and it is very difficult to identify the location of the road in the dark. He presented his request to the town with the signatures of fourteen residents that live in that area. There was some discussion on this request.

Tim Mayberry made a motion to put a light at the intersection of Hawkes Road and Route 114. It was seconded by Phil Lowe. Motion carried with all in favor.

It was noted that it may take awhile for CMP (Central Maine Power) to complete the installation of the street light.

Virginia Williams stated that the snow stakes (and the rocks that were eventually removed) at the end of Naomi Street were placed there solely to keep people off of the lawn. She understands Brandon's concerns about stakes that have been placed on other properties in that area, but they were not put up for the same reason.

David Twombly stated that he recommends having a second person working at the Transfer Station for safety reasons. It was noted that Davey Crawford has been working more hours at the Transfer Station as a second attendant, but there are still some days when only one attendant is on duty. There was some discussion on this request.

Phil Lowe made a motion to have two people working at the Transfer Station when it is open. It was seconded by Ann Farley. Motion carried with all in favor.

Funding options will be considered further on how to make this work.

Claudia Lowe asked about the Policy Committee questions that she previously submitted to the Board for their consideration. Ann Farley assured Claudia that her questions will be addressed by the committee as progress is made by them.

IX. ADJOURNMENT

Tim Mayberry made a motion to adjourn at 6:47 pm. It was seconded by Phil Lowe. 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