

**TOWN OF SEBAGO
BOARD OF SELECTMEN MEETING MINUTES
TUESDAY, FEBRUARY 7, 2023
6:30 PM**

TOWN OFFICE BUILDING

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

CALL TO ORDER

Chairman Phil Lowe called the meeting to order at 6:30 PM.

I. ROLL CALL

Present: Selectmen: Scott Douglas, Barry Jordan, Phil Lowe and Mark Roy, Town Manager Maureen Scanlon, Town Clerk and Recorder Letitia Genest

Absent Selectmen: Charles Frechette

Guests present: CEO Brandon Woolley, Deputy Clerk/Administrative Assistant Desirae Lyle, Phil Strike, Tina Vanasse, Andrew Plummer, Chris & Donna Price, Kim Colson, Michael Borsetti, Bob & Marcy Laliberte

II. PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS TO THE AGENDA

There were none.

IV. CONSENT AGENDA

A. Approval of the January 3, 2023 Selectmen's Meeting Minutes

Scott Douglas made a motion to approve the January 3, 2023 Selectmen's meeting minutes as read. Mark Roy seconded the motion. Motion carried with all in favor.

B. Approval of the FY 23 Warrants Weeks 26,27,28,29 & 30.

Mark Roy made a motion to approve Fiscal Year 23 warrants, weeks 26,27,28,29 & 30. Scott Douglas seconded the motion. Motion carried with all in favor.

IV. Reports from Town Officials – Public Works

Jim Palmer wasn't in attendance. Town Manager Maureen Scanlon has his report and will report out for him.

V. OLD BUSINESS

A. Fire Station 3 Repairs Update

Phil Strike reported out that Great Falls Construction, Inc. has completed the last repairs to Fire Station 3 before the back-to-back storms and is pleased with their work.

B. EMS Reimbursement Rate Increase Discussion

Deputy Chief Anita Chadbourne wasn't in attendance.

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C. Special Town Meeting Date Discussion

Maureen Scanlon stated that the Special Town Meeting has been scheduled for Saturday, March 4, 2023 at 9:00 AM at the Town Hall. In the event of inclement weather, the Special Town Meeting will be opened and will reconvene on Tuesday, March 7, 2023 at 6:00 PM to allow all those that wish to attend do so safely. Phil Lowe asked how and where the continuation of the Special Town Meeting would be announced. Maureen stated it would be posted on the Town's website and suggested that residents check the website that morning. If the snow date of March 7, 2023 is needed there will be no Selectmen's meeting that night. A moderator has been set up.

D. Proposed Zoning Amendments Selectmen's Public Hearing Date Announcement

Phil Lowe stated that A Public Hearing will be held at the next Selectmen's meeting on February 21, 2023 at 5:30 PM for the Proposed Zoning Amendments and 6:00pm for ARPA Funds Expenditure and Special Town Meeting warrant items. The meeting will be held at the Town Hall.

Phil Strike asked if there would be 2 Special Town Meetings? Phil Lowe explained it's two segments of the same meeting. The Selectmen chose to break it out because the discussions will likely go down separate paths. One for the expenditures for ARPA (allowing for discussion to explain a little more about ARPA) and discussion of the Proposed Zoning Amendments. This is allowing for two separate issues to be take place during the same meeting.

Phil Lowe stated that there have been requests for items to go on the ARPA list. The list remains open until the ARPA funds are exhausted. All items will be open for discussion at the Public Hearing. There are a couple of items that may need further discussion, those being the sign at the school (which is believed to take on quite a lot of discussion), the other is the tank at the fire barn. The Selectmen chose to cut off the list of items at a point where the agenda could be controlled and get everything re-written in time for the Special Town Meeting. Phil Lowe let Phil Strike know that the items he put on the list remain there, other items may show up. The Selectmen would like to get the word out to the department heads as well as the public for discussion. There are other items ear marked, such as communication systems for the Town Office and Town Hall as well as increased security items due to the recent vandalism (initial amount of \$30,000.00). There is the need to protect our staff, patrons and buildings with a better system.

Tina Vanasse asked if the order of the agenda items (amendments first?) should be switched due to the possible length of discussion? Phil Lowe and Maureen Scanlon answered that the times are tentative and discussions for each will go on until there are no more questions.

Andrew Plummer enquired if the proposed Quarry Ordinance was available? Barry Jordan stated it wasn't available at this time. Phil Lowe commented that the Selectmen chose not to complicate things with several different ordinances at the one time. This allows people to make a clear choice whether to have this ordinance changed or not, and to voice their opinions. The goal is to have no quarries in the village or the rural residential zone. There would be no change in the rural zone itself. The goal is to have no quarries in the higher density populated areas.

Andrew asked if the new land use changes are going to go to town vote, and the quarry ordinance going to go by the way side? Phil Lowe replied it will be addressed at a later time. Barry Jordan commented that the goal is to have it ready for Town Meeting in the Spring. Maureen Scanlon gave the tentative date of May 23, 2023 for Town Meeting. Phil asked Andrew if his question was answered. Andrew commented that he finds it funny that the ordinance review committee has created a Quarry Ordinance, and now a Land Use change before a Quarry Ordinance? Phil replied it's a matter of timing and review.

VI. NEW BUSINESS

A. Hawkes Road Right-of-Way Discussion-Michael Borsetti

Mike Borsetti stated this was a continuation of the September 6, 2022 Selectmen Meeting for looking into the facts of the laws and statutes of the right-of-way of Hawkes subdivision setbacks. Even with court rulings the Town's Code Enforcement Officer isn't able to enforce any of these laws and rulings. Phil Lowe (with CEO Brandon Woolley in agreement) commented that when folks in a subdivision have a problem it's often a civil matter.

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Phil stated that he doesn't know what authority the Selectmen have to try and resolve the right-of-way issue, but will be willing to get a legal opinion once Mike provides them with a written request where his points are stated and his case is made. Mike is in agreement and will provide the board with a letter.

Mike is also concerned another business (Airbnb's) is being created in Shoreland Zoning without permits. Phil Lowe acknowledged this is an issue. Mike has asked the Selectmen to look into this as well.

B. Zoning Board of Appeals Resignation/New Member Application Process

Phil Lowe commented there has been a resignation as well as an application for the ZBA vacant seat. He stated before a party is chosen to any of the boards, the Selectmen would like to take the time to develop what this board considers a proper process policy. Vacancies will be advertised to the public. The opinion of the Planning Board and Zoning Board of Appeals will be taken into consideration for all applicants. All applicants will submit a completed application along with verbiage on why they feel they are best qualified for the position. It is the hope that having such a process, there will be more public participation, thus allowing the best candidate to be chosen for all boards. Phil asked if any other board members had any comments. Mark Roy commented that any kind of interview process, volunteer or not is always a good idea. The current process (someone shows up in the room and gets the job) is lacking, and it's always a good idea to have a formal process. Barry Jordan stated he is on the same page, but they need to set a date for the Policy Committee to meet. Scott Douglas thinks it's also a good idea to weed through all the applicants to ensure the best fit for the position is chosen.

The Policy Committee will meet on February 21, 2023 at 2:00pm at the Town Office.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

Maureen Scanlon reported:

Letitia & I completed the Leadership Academy last Wednesday. I would like to say thank you to the Board of Selectmen for allowing me the opportunity to attend this incredibly informative course. I'm sure that the knowledge I've gained from it will help me to be an effective leader for the people of Sebago. Thank you!

Lt. Feeney from the Cumberland County Sherriff's Office will be present for the Planning Board's Public Hearing tomorrow evening.

Maureen asked for clarification from Andrew Plummer (above matter), in respect to the Planning Board Chair Paul White having requested that there be law enforcement presence at the Planning Board's Public Hearing; Maureen informed him last week that this would take place, and received a note today asking for verification. Maureen commented on whom should she respond to, and suggested that Andrew coordinate with the chair for answers before requesting verification of an already answered question. It need be noted that Wednesday is the worst day of the week for Cumberland County Sheriffs', as it's their training day. Law enforcement presence will be at the meeting as it's important we all feel safe.

A reminder was made to the board that the nomination forms for dedication of the Annual Town Report and The Spirit of America Award are still needed.

We will be holding our second meeting this Friday at 2:00 PM regarding the Emergency Shelter at the Town Hall building.

B. Selectmen

Scott Douglas- had nothing to report.

Mark Roy- had nothing to report.

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Barry Jordan would made a motion to set a policy that public workshops be video recorded for the public due to FOAA. Phil Lowe seconded the motion. Mark Roy agreed that anything that is for public consumption should be easily available to be viewed. Phil commented that the public workshops are sessions where you hope to make headway, where there is a feeling of relaxation in questions and responses. If you have to announce it, and you have to do all the notices for FOAA, there ought to be record of these meetings. Maureen Scanlon stated for clarification that minutes are not taken during public workshops. Phil Lowe remarked that video recording is in fact a legal record of an occurrence. Mark agrees with the recording of public workshops. Phil stated this motion will be to begin and always video any workshop that falls under FOAA. Desirae Lyle commented on the simplicity of setting up the camera, but also the security of the camera. Currently only the Clerk's office personnel and the Town Manager have access to the room that the camera is locked in. Phil stated this is a conversation that will need to take place. The motion is to video all workshops except for executive sessions. Desire asked if this would also include Planning Board and ZBA workshops. Phil stated it is for all meetings. Discussions will continue around setting up, recording (who will be doing so) and storage of the camera will continue. All involved will do their best for the upcoming week. Tina Vanasse expressed her concerns around workshop meetings being recorded, they are times where you can let your hair down, throw out ideas, maybe say it differently without a camera running. Phil commented (in the public's perspective) if you wouldn't say it in front of the public, you ought not say it. The public's right to know is a very strong section of the law with recordings and having records. Tina commented that she feels recording hampers those to do their best work. Maureen agreed with her concern. Phil asked for a vote as there was already a motion and a second. Motion carried with all in favor.

Barry Jordan reported out that the Public Works Director would like to have a workshop where he can lay out what he wants in Public Works (equipment). Barry would like to set up a workshop from 5:30pm-6:30PM on March 21, 2023 before the regularly scheduled Selectboard Meeting.

Barry made a motion to set up a workshop with the Public Works Director on March 21, 2023 before the regularly scheduled Selectmen's Meeting. Mark Roy seconded. Motion carried with all in favor.

Barry shared that Mr. Andrew Plummer sent the Town Manager and the Selectboard an email requesting that the Town sponsor him on attending a training on Developing Solutions on Hotly Contested Issues offered through MMA on March 29, 2023 at the Double Tree in Portland Maine for a cost of \$70.00. Barry would like to make a motion to support and pay for this training. Phil Lowe seconded the motion, and asked for discussion. Mark Roy is in agreement with training as is Scott Douglas. Phil encourages more board members to seek out trainings, he also noted that the budget is tight and the board isn't sure where the funds will come from, but they will find them. Andrew offered to pay, the Board and Town Manager appreciated his offer to pay but assured him the Town will cover the costs. Motion made by Barry, seconded by Mark. Motion carried with all in favor.

Phil Lowe had nothing to report.

VIII. Department Heads - CEO, Fire, EMA, EMS, Town Clerk, Rec, ACO, Health

Public Works Director Jim Palmer updates reported from Town Manager Maureen Scanlon:

The stairs at the Town Hall building have been rebuilt just in time for tonight's Public Hearing. He is currently working on getting pricing for the railings at the Town Hall. They have been focusing on pushing back the banks at the intersections in anticipation for any upcoming storms.

Maureen expressed that Jim has been diligently working on getting everyone up to speed. It's a pleasure to see this crew coming together. She sees harmony, hard work, and dedication with this crew.

CEO Brandon Woolley reported:

He was hopeful that winter would prove a slowdown, it did, for a few weeks. The weather seems to have people thinking its Spring. In the past two weeks, 5 permits have been issued. The town continues to grow. The Planning Board has accepted 2 applications, a site plan review, a sub-division and one expansion on a cluster housing development. Two site visits in the past two weeks that will require further reviews. One definite home occupation idea to review. Several other potential sub-divisions, all which seem to have issues with access, road lengths, or something else. They will be difficult projects to review. There's a lot of potential building that may be going on.

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Fire Chief Phil Strike reported:

Station 3 is fixed. Fire has completed the Budget and CIP cycle. In regards to that, we sat down with Chris a few weeks ago to go over the specifications of replacing Engine #2 (that will be 24-25 years old when replaced in two years). The contract was to be emailed to Maureen Scanlon. It has not been received per Maureen. Phil will follow up on contract status. The contract will hold the price of the truck thus alleviating a 7-10% price increase in February or March. Phil commented that by signing the contract no money will be due until delivery of the truck. He acknowledged that they are lacking funding in CIP for the purchase, but there are two plus years to come up with the remaining funds.

He inquired about the status of fixing the generator at Station 3. Maureen commented that a quote has been received from McIver Electric to replace the generator as it isn't worth fixing at this point due to its age. Replacement of the generator has been added to the ARPA funds request for the amount of \$6,500.00. The replaced generator will be utilized by Public Works at the Salt and Sand Shed.

He asked if there is a list of the ARPA items for review. Phil Lowe state there can be. Maureen will get the list to him. Phil Lowe commented that all requested items will be discussed in two parts; one being the Special Town Meeting and at the regular Town Meeting. The Selectmen have the authority through Warrant Articles to acquire any and all funds that come in and to expend them. The Selectmen have decided that all ARPA requests be voted upon at the Special Town Meeting and the annual Town Meeting.

Barry Jordan stated that being a new member of the board he needs to find out if the Selectmen have the authority to sign a contract for a new fire truck in excess of \$700,000.00 or if it needs to go to Town Meeting to be voted on by the people. Barry assured Phil Strike he will research this and report back with his findings.

EMA Phil Strike reported:

Expansion tank was replaced two weeks ago due to the bladder being gone. The well pump went and needed to be pulled (the pump is 400 ft down; they experienced a snag at around 200 ft which required the use of PWD equipment for its removal). It was initially installed in 2002. The pump was reset at 350ft. Water has been restored. There is a severe sediment problem with the well, filters are changed weekly though not providing much prevention to the sediment accumulation. Phil Lowe stated that a new well is needed. Phil Strike agreed one is needed sooner than later, with the understanding that it need be 100ft away from the septic as well as away from the stump dump and the salt and sand shed. Phil Strike suggested Shore Road as a possibility, with Scott Douglas in agreement. Phil Lowe suggested having an evaluation of the other wells to see if there would be the possibility of using an existing well. Phil Strike said he would look into this and report back.

He will be in Windham tomorrow with EMA for their bi-monthly meeting, where there will be an update on the "Grinch Storm" (the one before Christmas) as far as the declaration goes.

EMS Deputy Chief Anita Chadbourne was not present.

Town Clerk Letitia Genest reported:

The 30-Day Foreclosure Notices will be mailed out on February 9, 2023. The \$25.00 late fee for unregistered dogs has now taken effect. Deputy Town Clerk Desirae Lyle added that $\frac{3}{4}$ of the dogs have been registered, ACO Rick Guilbault has the list of unregistered dogs.

Deputy Town Clerk Desirae Lyle GA Administrator reported:

The Keeping Cumberland County Warm contract was signed. \$50,000 in heating assistance has been assigned to Sebago. Applications and requirements are coming, they will be posted on the website as soon as they are received. The applications are very clear, the funds are to help individuals and families that make too much for LIHEAP (Low Income Home Energy Assistance Program). Clients will need to provide information just like for GA. Sebago will foot the initial bill, again like GA, and then be reimbursed from Cumberland County, this can be done monthly or weekly depending on the volume of applications. The funding is intended to help with an increase to heating cost only.

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Heating bills will need to reflect an increase specific to wintertime heating. Funds need to be expended by April 15 and reimbursement requests need to be submitted by May 15. The Selectmen commented that every avenue should be exhausted for providing information on this program to the public.

Desirae asked the board for permission to advertise "Keeping Cumberland County Warm" in the Bridgton New and the Shoppers Guide. She will post the application and any other information on the website when she receives it. Mark Roy commented that opportunities need to be taken when they come to allow the public to access such programs. Maureen Scanlon suggested to have an informational sheet at the Town Office for the public. Tina Vanasse suggested placing it at Jordan's Store, the post office, and the library.

Phil Lowe made a motion to explore what is needed to advertise this program. Mark Roy seconded. Motion carried with all in favor.

Desirae reported out for the Planning Board with the following; The Public Hearing on the Proposed Zoning Amendments is Wednesday, February 8, 2023 at 6:00PM at the Town Hall. Planning Board meets next Tuesday, and will have 2 Public Hearings. Public Works will be setting up for the meeting.

A cost breakdown for the Planning Board Public Hearing mailing was provided to the board. The cost of this mailing in-house was compared with the mailing out of the 2022 tax bills by Cardinal Printing.

Maureen Scanlon commented that she received a letter of concern from a tax payer (not a resident) pertaining to the Planning Board Public hearing for tomorrow. The letter was given out to the board and will be put in the Planning Board Members mail boxes.

Recreation Director Leslie Hayes was not present.

Animal Control Officer Rick Guilbault was not present.

Health Officer Helen Twombly was not present.

C. Committees – Broadband, Ordinance Review, CIP, Budget

Maureen will be attending the Franchise Cable Agreement Meeting via ZOOM and is hopeful this is the last meeting and will have the final agreement soon.

Maureen met with Gerry Holt last week concerning Broad Band. Not all grant funds were used, she has asked that the grant be closed out.

Barry Jordan commented that the Ordinance Review Committee has a meeting scheduled for the end of the month where continuation of ordinance reviews will take place.

Maureen stated the both CIP and Budget committee meetings have been rescheduled for Wednesday, February 15, 2023 beginning at 5:30PM.

Policy Review will meet Tuesday, February 14, 2023 at 2:00 PM.

IX. Comments from the public

Phil Strike commented (on Barry Jordan's question on regards to the fire truck purchase) that the Selectmen have the authorization from the town for the expenditure of said truck. He also stated it is great that Mclver fixed the outside lights, Maureen was in agreement, for the added visibility, safety, and security of all.

Maureen reported that Wendy Aaronson had asked to speak tonight in regards to questions regarding Stickney Road, but is unable to be here. Brandon is aware of the issues and has been working with Wendy.

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X. Adjournment

Barry Jordan made a motion to adjourn at 8:01 PM. Scott Douglas seconded the motion. Motion carried with all in favor.

Respectfully Submitted,



**Letitia M. Genest
Town Clerk**

Approved at the March 14, 2023 Meeting