

MINUTES  
SEBAGO BOARD OF SELECTMEN'S MEETING  
6:00 PM  
TOWN OFFICE  
TUESDAY, SEPTEMBER 7, 2021

ALL REGULAR BOARD OF SELECTMEN MEETINGS  
ARE HELD THE 1<sup>ST</sup> AND 3<sup>RD</sup> 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 only during public comment.***  
***Comment time is limited to 2 minutes per speaker.***  
***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, Charles Frechette, Phil Lowe, Tim Mayberry and Chris Parker, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Guests present: Scott Douglas, Carol Woodman, Virginia Williams, Owen Williams, David Puddister, Bill Exley, Doug Luttrell, Lorane Umberhind, Tim Matthews, Claudia Lowe, Catherine McIntire, Brandon Woolley, Mike Bouffard

**II. PLEDGE OF ALLEGIANCE**

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

**III. ADJUSTMENTS TO THE AGENDA**

**Added Agenda Item: New Business Agenda Item H – Request for No Action Letter**

**IV. CONSENT AGENDA**

**A. Approval of the August 17, 2021 Selectmen's Meeting Minutes**

Phil Lowe made a motion to approve the August 17, 2021 meeting minutes as presented. It was seconded by Charles Frechette. Motion carried with all in favor.

**B. Approve FY 22 Warrants #8 thru #10**

Tim Mayberry made a motion to approve FY 22 Warrants #8 thru #10 as submitted. It was seconded by Phil Lowe. Motion carried with all in favor.

## **V. OLD BUSINESS**

There were no "Old Business" agenda items.

## **VI. NEW BUSINESS**

### **A. Set the Mil Rate for the FY 21-22 Tax Commitment**

The Town Manager reported that when the Assessors sent out the estimated 2021 property taxes, they based those estimates on a mil rate of \$10.15. She is pleased to announce that the recommended mil rate has come in at less than \$10.00 (per thousand). She presented three options for the Board's consideration. She reminded the Board that an "overlay" is used to offset any abatements that are granted. She recommended a mil rate of .00985 (\$9.85) with an overlay of \$108,565.58.

Ann Farley made a motion to set the tax rate at .00985 (\$9.85) with an overlay of \$108,565.58. It was seconded by Tim Mayberry. Motion carried with all in favor.

The Board proceeded to sign the Tax Commitment documentation.

### **B. Signing of the FY 21-22 Cumberland County Tax Warrant**

The Town Manager presented for payment approval, the Cumberland County Tax Warrant in the amount of \$297,193.00.

Tim Mayberry asked what the town specifically receives for this payment. The Town Manager will inquire about this and report back to the Board. It was noted that a request for any additional police presence in town would be provided at an additional cost.

Ann Farley made a motion to pay the Cumberland County Tax in the amount \$297,193.00. It was seconded by Chris Parker. Motion carried with all in favor.

The Board proceeded to sign the Cumberland County Tax Warrant.

### **C. Town Beach Workshop Results**

The Board requested that the Code Enforcement Officer explain what was determined at the recent workshop on this matter. Brandon Woolley proceeded to explain that he discovered that swim areas are allowed to be 50% of the length of a beach area or 200 ft., whichever is greater. The rest of the area has to be left open for all other uses, which includes boats, kayaks, etc. The reasoning is that everyone has the right to the use of the great pond,

not just swimmers. During the workshop, making a designated area for boat usage was discussed. Several options were reviewed at this meeting. Charles Frechette made a motion to remove the signs (that no boats are allowed on the beach). It was seconded by Phil Lowe. Motion carried with all in favor.

The Board agreed to hold a Site Walk at the town beach on Saturday, September 11, 2021 at 9:00 am to further review the location in order to determine the area that will be designated for boat usage. It was noted that this is considered a meeting of the Selectmen, therefore it will be posted on the town's website and throughout town, in order to inform members of the public that may choose to attend.

#### **D. Route 11 Speed Discussion**

It was noted that the resident that previously requested a Speed Study on Route 11 was not in attendance at this meeting. The Town Manager proceeded to review the results of her communications with the Department of Transportation (DOT).

Ann Farley made a motion that the Board take no action. It was seconded by Chris Parker. Motion carried with all in favor.

#### **E. Sebago Veteran's Memorial Park – Flag Discussion**

The Town Manager reported that additional funding was received from the Standish and Naples Lions Clubs for the purchase of six flag poles to be placed at the Veteran's Park. Two different flag pole location proposals were submitted for the Board's approval.

Tim Mayberry made a motion to place the new poles in the proposed semi-circle position. It was seconded by Chris Parker. Motion carried with all in favor.

#### **F. Generator Replacement – Station 1 and Town Hall**

The Town Manager reported that both the Town Hall and Station 1 generators have been experiencing performance issues. She submitted replacement price quotes from three entities for the Board's review. It was noted that the existing generators are the Generac brand. Two of the price quotes are for Generac generators and one is for Briggs & Stratton generators.

There was some discussion on getting additional price quotes on brands other than Generac since the electronics on them do not seem to last very long, and it is difficult to obtain replacement (electronic) parts. Even though the motors are strong, they cannot be repaired and must be replaced. It was suggested that this is not cost effective for the town.

The Town Manager will look into obtaining additional price quotes on other brands of generators.

## **G. Broadband Committee – Direction Discussion**

On behalf of the Sebago Broadband Committee Doug Luttrell gave a presentation showing the need for upgrading internet services throughout town. The optimistic goal is to eventually bring fiber to 100% of the locations in town. He explained why it is important to upgrade to fiber and the difference it will make for the town residents when using this service. He reviewed what tasks have been completed to date, what needs to still be done, and Federal funding that will be made available to assist the town in reaching this goal.

Doug answered the Board's questions and asked for guidance on the direction that they would like the committee to pursue.

Phil Lowe made a motion to authorize the Sebago Broadband Committee to proceed with the evaluation / planning phase of this project. It was seconded by Ann Farley. Motion carried with four in favor and one opposed.

The Board thanked Doug for his informative presentation.

## **H. Request for No Action Letter**

Code Enforcement Officer Brandon Woolley explained a discrepancy that has occurred on a property located on Naomi Street where a new structure has been built. It is a result of an error that was made over seventy years ago with the placement of monuments that replaced the original pins that were used to delineate the property lines of another property down the road. Several surveys were based on the incorrect placement of those monuments over the years. It has basically been a snowball effect that has affected several properties on this street and was not discovered until recently. This particular instance only affects one sideline setback on the property. This has caused a problem for the property owners in securing a mortgage loan for the new structure. Therefore they are requesting a "No Action Letter" from the Board of Selectmen in order to allow them to proceed with their funding needs.

Ann Farley made a motion to grant the request for "No Action Letter" for this property. It was seconded by Tim Mayberry. Motion carried with all in favor.

The Board proceeded to sign the "No Action Letter" which was then notarized by the Town Clerk. A copy of this letter will be retained in the town records and the code enforcement file for the property.

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

### **A. Town Manager**

- CIP (Capital Investment Program) Manuals and forms have been distributed to Department Heads. I plan on having projects and/or

vehicles ready for your approval and/or discussion at the first meeting in October.

- NIMS (National Incident Management System) training is required in order for us to apply for FEMA grants. I am working with Cumberland County to see what can be scheduled. It might not be a bad idea to hold a refresher training session for all.
- I will be in training with FEMA on the mornings of September 14<sup>th</sup> and 15<sup>th</sup> from 8 am to 12 pm. Therefore, I will be unavailable those mornings.
- Deb Howard has acquired a grant to replace the windows at the Warming Hut. We do not have to accept those funds as it is the Warming Hut that applied and received them, but we do need to approve the improvements to the building (which I did).
- Annual maintenance for the generators is scheduled for this month. The annual maintenance on the furnaces has been completed.
- MMA (Maine Municipal Association) Safety review was a success. We have passed the 5% savings Tier. With the implementation of 4 items, we can get 10%. I will be working on these items in the very near future. Some of the items are a few new safety policies, as well as establishing a Safety Committee (this is in the works). MMA was very well pleased with our organization. Thank you to all departments for your safety awareness and compliance.
- Glatfelter Insurance will be performing building inspections and risk assessments on September 14<sup>th</sup>. Department Heads have been advised.
- The annual audit is currently scheduled for September 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>. They plan on being here for 1 day and the rest will be done virtual (scan and email documents).
- Prepared an ad and specifications for paving. Bids will be opened at your next meeting.
- Pending the physical and required testing, a candidate has accepted a position with Public Works. Anticipated start date is Sept. 20<sup>th</sup>. We are still accepting applications for the Transfer Station, Counter Clerk, Planning Board and Appeals Board.

## **B. Selectmen**

Phil Lowe asked about the issue of multiple encroachments on town property in the Long Beach area. The Town Manager responded that basically MMA (Maine Municipal Association) feels that it is a judgment call. If it is a danger and presents a hazard, then the encroachment should be removed. However, if the town starts enforcing one encroachment, then they should address them all.

Charles Frechette had nothing to report.

Chris Parker had nothing to report.

Tim Mayberry had nothing to report.

Ann Farley asked about the status of the Roll-off Truck. Public Works Director Scott Douglas stated that he has not been able to bring it in for a quote on repair costs yet, but he will do so as soon as possible and follow-up with the Board as to his findings.

### **C. Department Heads**

Public Works Director Scott Douglas reported that they are doing some chipping this week on Douglas Mountain Road and making improvements to roadway drainage issues. He stated that there are other areas that are also being addressed.

Town Clerk Maureen Scanlon reported that the Clerk's Office will be closed to the public on Wednesday, October 13<sup>th</sup> from 8 am to 12 pm in order to upgrade the TRIO program which is used for most of the transactions done in the office. It will be posted on the town's website and throughout town in order to inform the public. It was noted that the staff will be working in the office during this time period.

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

Mike Bouffard spoke regarding his side of the story on the matter of the rocks in the right-of-way at the end of Naomi Street that has been brought up by several residents at previous meetings. He explained his reasoning for placing them there so that the grass he planted, with approval from the Code Enforcement Officer, would not be damaged by several individuals that have been parking on it, even though they are not supposed to be parking in this area. The Board asked him to now remove the rocks since the grass has been established. He agreed to do so, but requested that the Board give him a week to complete this task due to the fact that he sustained a foot injury this week. The Board agreed to give him the time to move the rocks and thanked him for his compliance with their request.

Claudia Lowe thanked the Sebago Broadband Committee volunteers that have put in a lot of time and effort which will benefit the whole town.

Several residents had questions regarding the Broadband Committee's presentation. Doug Luttrell answered all questions.

## **IX. ADJOURNMENT**

Chris Parker made a motion to adjourn at 7:40 pm. It was seconded by Tim Mayberry. Motion carried with all in favor.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read "Maureen F. Scanlon". The signature is fluid and cursive, with the first name "Maureen" being more prominent than the last name "Scanlon".

**Maureen F. Scanlon**  
**Town Clerk**