

MINUTES
SEBAGO BOARD OF SELECTMEN'S MEETING
6:00 PM
TOWN OFFICE
TUESDAY, OCTOBER 5, 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.

**PUBLIC HEARINGS: 2021 GENERAL ASSISTANCE ORDINANCE &
2021 GENERAL ASSISTANCE MAXIMUM LEVELS OF ASSISTANCE**

Chairman Ann Farley called the Public Hearings to order at 6:00 pm.

Ann Farley explained that the General Assistance Administrator (Desirae Lyle) has submitted the updated 2021 General Assistance Ordinance and Maximum Levels of Assistance for adoption at this meeting. Desirae joined the meeting at the Board's request. The Board questioned why some levels of assistance decreased this year. Desirae responded that the levels of assistance are set by the State, she is not sure how the calculations are determined by them.

There were no comments or questions from the public.

The Public Hearings were closed at 6:05 pm.

CALL TO ORDER

The meeting was called to order by Chairman Ann Farley at 6:06 pm.

I. ROLL CALL

Present: Selectmen; Ann Farley, Charles Frechette, Phil Lowe and Chris Parker, Town Manager, Michele Bukoveckas, Town Clerk and Recorder, Maureen Scanlon

Absent: Selectman Tim Mayberry

Guests present: Philip Strike, Lorane Umberhind, Virginia Williams, Marc Assante

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 September 21, 2021 Selectmen's Meeting Minutes

Chris Parker made a motion to approve the September 21, 2021 meeting minutes as presented. It was seconded by Phil Lowe. Motion carried with all in favor. It was noted that although Charles Frechette was not present at that meeting, he has viewed the meeting video, read the minutes, and agrees with them.

B. Approve FY 22 Warrants #13 & #14

Chris Parker made a motion to approve FY 22 Warrants #13 and #14 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. Adoption of the 2021 General Assistance Ordinance

Ann Farley made a motion to adopt the 2021 General Assistance Ordinance. It was seconded by Chris Parker. Motion carried with all in favor.

B. Adoption of the 2021 General Assistance Maximum Levels of Assistance

Chris Parker made a motion to adopt the 2021 General Assistance Maximum Levels of Assistance. It was seconded by Charles Frechette. Motion carried with all in favor.

The Board proceeded to sign the approval documentation.

C. Public Safety Building Discussion

The Board and the Town Manager discussed the next steps in developing a Request for Proposal (RFP), potential funding options, and the approval procedure by the town's legislative body for this proposed project.

The Town Manager requested permission to speak with the same bond counsel that was used for the purchase of the town's solar panels (array) for time line advice on the RFP.

Phil Lowe made a motion to authorize expenses needed to be prepared to send this out by the beginning of the year. It was seconded by Ann Farley. Motion carried with all in favor.

D. C.I.P. Committee Appointment

The Town Manager stated that Dan Bowe was a member of the C.I.P. Committee in the past and stepped down from that position for other commitments. He is now interested in becoming a member again.

Ann Farley made a motion to appoint Dan Bowe to the C.I.P. Committee. It was seconded by Phil Lowe. Motion carried with all in favor.

E. C.I.P. Project Discussion

The Town Manager reported that there are no new projects being requested this year by the Department Heads.

F. Roll Off Truck Discussion

The Town Manager explained that the Roll Off truck has a hole in the engine block. The Public Works Director has done some research on a replacement for it. He submitted a price quote for a 2007 Mack CV713 in the amount of \$62,000.00 for the Board's consideration. Also, for the Board's consideration, if they choose to purchase this replacement vehicle, the Town Manager presented some funding options. There was some discussion on this vehicle with the Board requesting more information on it for further consideration at the next meeting. It was noted that due to the needs of the Transfer Station a replacement vehicle needs to be purchased in a timely manner.

G. Generator Discussion

The Town Manager met with a Kohler representative who submitted pricing on replacing the generators at Station 1 and the Town Hall. The Board considered this new information in comparison to the previously submitted quotes from other vendors. The Board requested that the Town Manager obtain pricing from McIver Electrical for 10-year warranties on their previously quoted units. The original quotes included 5-year warranties for parts, labor and travel.

VII. REPORTS FROM TOWN OFFICIALS

A. Town Manager

- ARPA Funds: an article will be required at Town Meeting to authorize the use of Local Fiscal Recovery Funds toward one or more eligible uses.

- We need to set up a Policy Committee Meeting; Policies to discuss are:
 - ✓ Slips and Falls
 - ✓ Lifting
 - ✓ Driver Safety Program
 - ✓ Town Office Emergency Plan
 - ✓ Personnel Policy (few updates)
 - ✓ Planning Board By-Laws/Policy
 - ✓ EOP (Emergency Operations Plan)

A Policy Committee meeting was set for Thursday, October 21 at 9:00 am. The Beach Attendant Job Description will also be reviewed at this meeting.

- I will be sending out an RFP for IT services. The new RFP includes EMS and Fire IT services.
- Received a list of items as noted by the insurance company that need attention. Some items are minor and can be addressed, some items will need to be addressed in the budget.
- Public Works, Transfer Station and Front Office positions have all been filled. We still need a Zoning Board of Appeals member.
- Reminder, the Town Office will be closed next Wednesday from 8:00 am to 12:30 pm for software upgrades. Staff will be in the office, but it will be closed to the public.
- New phone system (VOIP) is being installed at the Town Office on Oct. 19th. There shouldn't be any interruption in service.
- C.I.P. Committee meeting memos will be going out hopefully by the end of the week. The first meeting is planned for Wednesday, October 27th at 6:00 pm.
- Starting in November there will only be one Selectmen's meeting a month for the next several months to accommodate the C.I.P. and Budget season. The first Tuesday in November falls on Election and Tax Due day. I suggest holding the Selectmen's meeting that month on the third Tuesday which will be November 16th.

The Board agreed to hold the November Selectmen's meeting on Tuesday, November 16th.

- I will be on vacation next week.

B. Selectmen

Phil Lowe stated that he noticed that not all of the rocks have been

removed at the end of Naomi Street as agreed to by the property owner. There are still two located on the town's right-of-way property.

The Board directed the Town Manager to send written notice to the property owner advising him that the Public Works Department will be removing the remaining rocks.

Charles Frechette stated that Phil Lowe brought up the same issue that he wanted to discuss. He had nothing further to report.

Chris Parker had nothing to report.

Ann Farley had nothing to report.

C. Department Heads

Town Clerk Maureen Scanlon reported that a new staff member has been hired for the part-time Deputy Clerk position. She will be starting on Tuesday, October 19th. Evelyn Exley has agreed to be available for filling in as needed.

EMA Director Phil Strike reported that he has been working on the town's EOP (Emergency Operations Plan) with the Town Manager.

Phil Strike answered Chris Parker's questions about the issuance of burn permits in town. He explained that they can be obtained for free through the warden'sreport.com website and the Fire Department's procedure once one has been issued through this site.

VIII. COMMENTS FROM THE PUBLIC

Virginia Williams mentioned that the property at the end of Naomi Street where the aforementioned rocks are located now has orange tipped snow markers in the town's right-of-way. The Board directed the Town Manager to include the requirement of removing them from the town's property in the aforementioned letter to the property owner.

Marc Assante requested a copy of the By-Laws, Policy, or Operating Procedure for the Board of Selectmen. He was informed that the Board of Selectmen does not have a set of By-Laws and they operate under the State's statutes. This information is available on-line.

Marc Assante stated that he reached out to Maine DOT (Department of Transportation) regarding a request for a permanent speed (radar) sign to be placed by his home at 9 Baldwin Road. He was informed that this request would have to come from the Board of Selectmen. It was noted that this is a State road. Phil Lowe agreed that Mr. Assante probably cannot request this himself and he has no problem with the town making the request. It was noted that the State will determine if it is necessary. Mr. Assante was informed that the town's speed (radar) sign would be available for a temporary period on his road at some point throughout the season next summer.

Marc Assante requested that a crosswalk be installed by the Sebago School and Library. The Town Manager confirmed that the town has been trying to get one placed there for several years. The State will not allow it due to line of site issues. It was noted that due to the line of site issues it would give people a false sense of security that using the crosswalk is safe.

Marc Assante suggested paying a mechanic a fee to check out the condition of the proposed replacement Roll Off truck that the Selectmen are considering to purchase for the Transfer Station.

IX. ADJOURNMENT

Phil Lowe made a motion to adjourn at 7:00 pm. It was seconded by Chris Parker. 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