

Town of Edgecomb Select Board

MINUTES

April 6, 2020, 6:00 PM

Because of state-mandated precautionary restrictions during the COVID-19 outbreak, the Select Board conducted this meeting via online Zoom conferencing.

Attendees:

Jack Sarmanian, Mike Smith, Ted Hugger – Select Board Members
Barbara Brennan – Recording Secretary

1. Approval of Minutes

- 3/9/20 Minutes – motion to accept was seconded and approved by roll-call vote: JS – yes; MS – yes; TH – yes
- 3/23/20 Minutes – motion to accept with addition of Abatements; seconded and approved by roll-call vote: JS – yes; MS – yes; TH – yes

2. Update on recent discussions with Road Commissioner and School Committee Chair (Mike Smith)

- Mike reported that he asked the Road Commissioner to perform no unnecessary road work and to wait and see what the State and Federal funding and reimbursements look like before they confirm the roads budget for next year.
- Mike said he also spoke with Tom Abello, School Committee Chair, asking him to work with the EES to minimize expenditures until we have a better view of state funding, saying “No one knows what the subsidies will be.”

3. Town Departments’ reports (Ted Hugger)

- Ted asked town department heads to submit reports about ongoing activities and needs their committees might experience during the COVID 19 shut down/restrictions. He received reports from the School Department, the Treasurer/Clerk/Tax Collectors, EMA, and Fire Dept.
- This item was tabled until the next meeting so that the SB could read and digest the reports.

4. Update on 2020 budget process
 - Jack Brennan submitted the Budget Committee's proposed budget in its most updated form and suggested it be used as a starting point when the SB is ready to move forward.
 - The Committee's budget proposes a 2.1% increase over last year, or an increase of \$82,489 (for a total budget of \$3,912,619) for the new fiscal year.
 - Mike responded with thanks and appreciation for the work of the Budget Committee and recommended that the SB keep the budget recommendation on their agenda and revisit it when they know the plan for Town Meeting.

5. Update on publication of Town Report (Barbara Brennan)
 - Barbara reported that she has submitted to LCPC all town department reports except for the Auditor's report and the Budget Committee's report.
 - Chelsea Mansfield of LCPC has been informed that the Town Report is on hold pending scheduling of Town Meeting.
 - Chelsea has advised that the printer needs 3 weeks to get the booklets printed and delivered to the Town.
 - Claudia Coffin expects to see the Auditor's Report soon and will submit it for review at the next SB meeting.
 - Claudia advised that the Town Report should go out regardless of whether we hold Town Meeting.
 - The Edgecomb PO has been consulted and has no problem moving ahead with the mailing of the Town Report when it is ready.

6. MMA updates (Claudia Coffin)
 - Nomination papers are due 5/15
 - The Town Elections and Town Meeting are postponed. Claudia recommends we wait and see how and when the COVID 19 restrictions are loosened before we decide how to reschedule. It only takes 3 weeks to put together Town Meeting.
 - Commitment to Town Meeting can be done anytime; Town Meeting can be held after it is safe to gather
 - Citizens at TM can vote to freeze budget, to pay for increase through surplus or loan, or carry expenses forward to 5/21 meeting.
 - The State's June primary voting has not yet been determined; the Governor may decide to implement absentee balloting.

7. Fire Dept. maintenance expenditures (Roy Potter)
 - Roy discussed unplanned maintenance bills he recently submitted for truck repairs
 - Claudia suggested the \$5000 in the Truck Fund be utilized for these repairs,

and Jack S. directed that these funds be transferred to the FD account.

- Roy discussed his department's response to COVID-19: they limit the number of people responding to emergency calls and wait outside if possible for the Ambulance to arrive.
- The FD has suspended training and limited station access.
- Ted submitted a letter he received from Sheriff Brackett in which he updated the status of his office during the state of civil emergency. To help the Sheriff maintain public safety services, he has deputized officers to allow them to assist in neighboring counties if needs arise.

8. Warrants – Ted submitted the following warrants for approval:

- General warrant #21 \$14,120.11
Roll call vote: JS – yes; MS – yes, TH – yes.
- Waste water warrant #110 \$1846.00
Roll call vote: JS – yes; MS – yes; TH – yes

9. Jack asked for any other comments/responses:

- Mike confirmed with Claudia about the process for communicating with the DOE about the (delayed) Auditor's report.
- Janet Blevins offered her help with publishing public service announcements on the website.
- Roy asked if Engine 3 could be moved out of the Fire Station and to the TH parking lot temporarily. Mike granted permission.
- Jack S. said he submitted an ASK grant with Lincoln County for \$2000 to explore Town Hall design ideas. Mike confirmed that this grant is a great step in helping the town move forward with an important goal, while also saving the taxpayers money.
- Ted thanked Lincoln County News journalist Jessica Clifford for her professionalism and wished her well as she continues her studies.

10. Adjourn 6:46

DEPARTMENT REPORTS April 6, 2020 Select Board Meeting

SCHOOL DEPARTMENT REPORT

Greetings to the Edgecomb Select Board.

Our school's status has greatly changed as a result of closure due the COVID-19 pandemic. Without students being present for learning, our staff has been required to learn how to deliver distance learning opportunities to our students. We are working hard at striking a balance in providing learning materials and opportunities that encourage further learning and skill practice while being mindful of not overwhelming families who may have working parents and limited time (not to mention instructional experience) to work with their children. All staff members complete a daily work log that is submitted to Ira that details correspondence, instructional preparation, and professional development that they are doing while working remotely. Ira reports regularly to the building for answering phones and providing an opportunity for learning material pickup, Jeff reports regularly for maintenance and sanitization, Laura reports for food service, and Justin reports for delivery of food and instructional materials to families who cannot arrange pickup. Meetings amongst instructional groups, staff, and special education teams are occurring virtually. We have no specific concerns at this time. The number of community members we serve at this time has expanded and families require more frequent communication than we have ever had to provide. Staff are working exhaustively. Families are grateful. We are proud of the good work and stability we are providing at this time of uncertainty. We have no concerns that require Select Board actions at this time.

Respectfully submitted, Ira Michaud Principal of Edgecomb Eddy

TREASURER/CLERK/TAX COLLECTOR REPORT

It's pretty much business as usual in my department, except I do more at home. As treasurer and bookkeeper, Fran and I have used remote access to our town computer for several years now, particularly for Trio. We always continued to print at the office, but now have learned how to print at home. My new scanner, which I needed for voter registration cards, has allowed me to get documents to Fran, you as selectmen and Denis , our assessors agent, much quicker than the all in one printer, copier, scanners. She'll also be emailing your monthly summary sheets. The warrant preparation seems to be going well, with 2 selectmen coming in to sign one at a time upstairs. Their table , chair, pen, calculator, papers are disinfected before and after. This is the biggest difference, but it's only once every 2 weeks. I'm only going to the post office once a week, if I can keep it to that, again with gloves and disinfecting, another big change. Maybe it will become easier and more routine before we get done with this virus. If anyone has any important mail other than catalogs , I will let you know, and we can arrange a

pickup.

I want to thank the selectmen for allowing the building to be closed. It's the only way that I can feel fairly safe doing my job. I disinfect when I enter and when I leave.

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Why am I the one who is at the office and getting the mail? That takes me to the clerk's position. Mainly it's because of the primary election in June , and we're still working on the March election. Three months before an election I have mail coming regularly from the SOS, Secretary of States Office. This includes forms that have to be filled out and faxed back by deadlines. There's no way this can be put on the back burner, unless the legislature decides to postpone the election. At the moment there is no information coming down that this is a possibility. So, we have to be prepared. I am encouraging absentee voting. See the website. Copies of death certificates still need to be done, and marriage licenses issued. Some people may wonder why a marriage license at a time like this. When death is imminent couples, for various reasons, may decide to marry . I hope I don't have to do any of those, but I certainly am glad I can provide that service if necessary. The law has been changed for now so that people don't have to sign in my presence, instead in the presence of the person performing the ceremony. Issuance of burial permits has been turned over to the funeral directors.

I think Deb's first deadline is for the lien process starting in May. She will be able to work remotely also from home. Of course as you probably know the Bureau of Motor Vehicles is basically shut down except for online registrations, although it is not necessary to register, renew licenses or have a vehicle inspected at this time.

I feel the State of Maine needs another big thank you for all the details that they have foreseen to keep us safe while performing these necessary services. I'm only seeing a very minute amount if it.

This is not short, but I'm addressing 4 positions here. Mike would always say, "Be safe tonight." That comment has taken on new meaning.

Submitted by Claudia

EMA REPORT

I am still sheltered in place at my son's in Virginia and will be until it is safe to travel. I have been in frequent contact with both Roland (Deputy EMA Director) and Roy. I have been involved with twice weekly con calls with LCEMA, both giving and receiving information. I have also been active on the D4H website, which is a great communications tool. LCEMA has provided us with several sets of PPE for our First Responders.

LCEMA also advised That Split Rock Distillery (Newcastle) has switched most of their manufacturing capacity to hand sanitizer. We have purchased a supply for Fire Department

use. The general public can also purchase sanitizer from Split Rock. Pints cost \$9 and larger sizes are available. It is in liquid form, in a glass bottle. You can also use a spray bottle to use it as a surface sanitizer. To order, either call 522 2309 or email to: topher@splitrockdistilling.com. Orders can be picked up on Wednesdays and Fridays from noon -5PM. You may want to post this on the town website if hand sanitizer is still scarce.

I am tracking all COVID-19 expenses so that I will be able to submit to FEMA for reimbursement.

Regards, Bill Witzell EMA Director

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PLANNING BOARD REPORT

Planning Board will not meet until June and then only maybe. We may work during this time to set up a zoom system by email and FaceTime.

Barry

FIRE DEPARTMENT

The fire department has been looking into ways that we can limit the exposure to our personnel to the COVID-19 virus due to the lack of PPE we have. Some of the things we are doing are Limiting the number of personnel that are responding to medical calls. We are also staging for calls that are suspected of being positive for COVID-19 until the ambulance arrives to see if they need help. This was a difficult decision to make but we are not a transporting service so exposing our personnel is an unnecessary risk and waste of limited PPE. We have responded to one confirmed case of COVID-19.

As of yesterday we have received a limited amount of the proper PPE to protect our personnel. I am working on getting more but we are set for now. I have also restricted the access to the fire station to fire department personnel only. We have suspended training for now and we are assigning members truck and equipment checks so that we can practice social distancing as best we can.

We have started the annual service and pump certifications on the trucks at the station. Engine 3 , Engine 5 and Tank 7 have been serviced. We are waiting for parts to come in for both Engine 3 and Tank 7 but both trucks are back in service at this time. I have received and submitted the invoices for Engine 3 and Engine 5. Both invoices totaled over \$ 9000.00. I have already expended the maintenance budget for the year with the unexpected issues with Engine 3 last fall. So things are going to be very tight for the remaining budget year.

For all that is going on I am happy to report we are keeping up with what we need to and are adapting to the ever changing issues that come are way.

Respectfully Roy

ROAD COMMISSIONER REPORT

(See attached)

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