

**TOWN OF SANGERVILLE
BOARD OF SELECTMEN
MEETING MINUTES
Beginning @ 5:00PM
Wednesday, May 6, 2020**

Item 1. Open Meeting: Chairman Wark called meeting to order at 5:07 PM.. There was no Pledge of Allegiance as the meeting was held in the Town Office so that Jodie Cabot could participate by phone and there is no flag in the office.

- a. **Selectmen Present:** Mike Wark, Dale Gray, Jody Cabot (by phone)
- b. **Employees Present:** Brydie Armstrong
- c. **Residents Present:** Jason Higgins arrived at 5:20 pm

Item 2: Approval of Minutes:

A. March 18, 2020 Select Board Meeting

Selectman Gray made a motion and Chairman Wark 2nd to approve the minutes. 2 approve/ 1 abstain

B. 2019 Annual Town Meeting Minutes

Tabled until next meeting so that Selectman Cabot could review them.

Item 3. Review of the Treasurer's Warrants:

- A. Payroll # 32, #33
- B. Accounts Payable #34

Selectman Gray made a motion and Chairman Wark 2nd to approve A & B as read. 2 approve/ 1 abstain

Item 4. People will not be invited to speak during the Board of Selectmen's meeting due to the COVID-19 pandemic. Anyone wishing to address the board should send an email or letter to the Town Manager. We will go back to having an "Open Session" during the next phase of the governor's plan for reopening the state.

Item 5. Old Business

A. Emergency Procedures for the Pandemic-

1. for the Town Office-The Town office is now open by appointment. Only one customer s allowed in the building at one time. Masks are encouraged. Everyone will be waited on beyond the gate and plexiglass shield. Only one pen will be used. All surfaces are disinfected between customers. Public bathrooms are closed. A log of appointments with phone numbers will be kept.

2. for the cemeteries- The Town will coordinate with the funeral homes who will be in charge of keeping the graveside ceremonies to an appropriate number of people, etc.

3. for the Veterans' Memorial Park-The Park is closed until further notice. The boat launch is open but the basket ball courts and fields are closed.

Item 6. New Business

A. Budgetary Issues Due to the Pandemic- There may be shortfalls in excise tax income due to fewer people buying new vehicles. In the short term people are not registering vehicles until the emergency executive order is lifted. This may cause a cash flow issue. The homestead exemption increased by \$5000.00 this year. If the state doesn't pick up a larger percentage of the exemption, the Town will have to cover it. Revenue sharing

has been impacted by the pandemic. Less income into the State means less income to be shared with the Towns. Also the State could change the formula and allot a smaller percentage to the Towns.

B. Tax Commitment- The school district is confident that the figure they gave the Town for budgeting is the highest that their budget will come in at. It is possible to raise the overlay in case of other revenue shortfall.

C. Cemetery Policy- The board reviewed the drafted policy written by the Town Manager. MMA is in the process of reviewing it. Some pieces of the policy should be made into an ordinance at Town Meeting. Procedures can be written as policy. Selectman Cabot made a motion and Selectman Gray 2nd to require the Town Office to file all cemetery deeds at the Piscataquis Registry of Deeds. All in favor.

D. No Smoking Policy-No new policy was adopted.

Item 7. Town Manager Report

A. Office operation's during the shut down- accomplishments- Records that needed to be destroyed were burned. A database with phone #s of vendors was created. A cemetery database is in the process of being created. The safe was cleaned up and organized.

B. 30 day notices and tax liens- 30 day notices were sent out and Tax liens will be recorded on May 18th.

C. E 911 usage- Sangerville has not done a good job of logging information into the E 911 system. The Town Manager is hoping to correct that in the coming months.

Item 8. Road Commissioner Report

A. Spring Issues: posted roads, grading, trees, docks, etc-The posters on the paved roads have been removed. The grading is almost completed and the removal of trees brought down in the recent storm is a work in progress. The docks will be put in shortly.

B. Gravel Roads- The road committee has been unable to meet due to the pandemic. The Town needs a plan for which gravel roads to tackle this summer.

C. Paving-Several companies quoted paving prices for the East Sangerville Road. Hopkins Paving and Roundy's Paving both came out to look at the road and make recommendations.

Item 9. Correspondence- Parks & Rec Committee- The Parks Committee has a list of spring projects that they would like to complete.

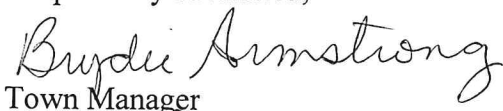
Item 10. Request for Additional Agenda Items.- None

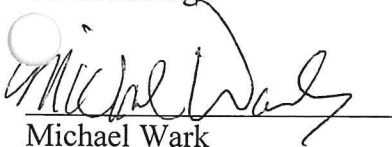
Item 11. Selectmen Concerns:

Item 12. Executive Session. MRSA 1 §405A Personnel- Chairman Wark and Selectman Gray 2nd made a motion to enter into executive session at 7:35 pm. Exit executive session at 8:03 pm. No action taken.

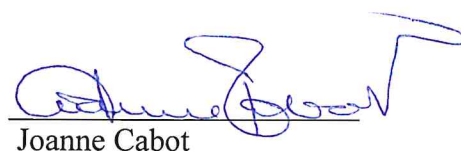
Adjourn. Chairman Wark made a motion and Selectman Gray 2nd to adjourn the meeting at 8:04 pm. All in favor.

Respectfully submitted,


Town Manager


Michael Wark


Dale Gray


Joanne Cabot