



Lamoine Board of Selectmen

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Amended Emergency Declaration

This declaration amends the Declaration declared on March 19, 2020 and extended on April 2, 2020

Whereas – The Governor of the State of Maine has extended the civil emergency declaration through June 11, 2020; and

Whereas – The Governor has implemented a plan entitled “Restarting Maine’s Economy”; and

Whereas – The Town of Lamoine’s Emergency Operations Plan as revised on May 7, 2020 authorizes the Board of Selectmen to set town operational policies during a declared emergency, including pandemics,

Therefore, The Lamoine Board of Selectmen adopts the following revisions to the declaration of March 19, 2020

Town Office Operations

Effective May 11, 2020 under a plan approved on May 5, 2020, the Lamoine Town Office is reopened for business operations subject to the following:

- Most normal town office services will be available at the clerk’s counter during normal business hours, with the exception of Saturdays, when the town office will remain closed for cleaning purposes.
- A limit of two non-staff will be allowed in the office entry and hall. Others awaiting service will be asked to wait outside until someone leaves – first come, first served.
- Plexiglas screens are set up at the service counter windows.
- Non-staff are requested to wear face masks while inside the building receiving service at the window in order to protect others who may be inside
- Staff is to sanitize the service window area, pens, door handle and other areas that non-staff may use at least every two hours using available spray and towels/wipes.
- Staff shall utilize separate work stations in the clerk/tax collector’s office
- A barrier shall be set up at the end of the service counter area to discourage non-staff from entering work areas in other parts of the building.
- Caution tape is placed on the floor mats to signify the 6-foot separation mark as recommended by Maine CDC.
- When document exchange is anticipated, staff shall wear protective gloves supplied by the town.

Town Hall Meetings

- Until May 31, 2020, all board and committee meetings will be conducted via Zoom Conference. Said meetings will be by invitation, but televised on the Lamoine CTV channel and the Town Hall Streams channel. Agendas will note that persons wishing to participate must contact the town office to request a link to the meeting.
- Beginning June 1, 2020 – in accordance with the Governor’s Restarting Maine’s Economy guidelines, meetings at which fewer than 10 people are anticipated to attend may be held at the Town Hall. Seating and tables will be set up by town staff to provide for 6-foot separation of participants. Those participating must wear cloth coverings of the mouth and nose. Non-board members will be allowed to address meetings at the invitation of the board chair at the appropriate time from a table set up by staff at the appropriate separation distance. Only one non-board member at a time will be allowed at the meeting. Those waiting to speak will remain in their vehicle in the parking lot and will be beckoned in by a board member at the appropriate time.
- Zoom Conference meetings will be encouraged as an alternative if participants do not feel comfortable meeting in person. It shall be the responsibility of the Board Chair to determine whether the meeting shall be an “in person” or “remote” meeting. The chair shall inform town office staff well in advance of the meeting in regard to the format.
- Meetings by either format will be televised on the Lamoine CTV channel and Town Hall Streams.

School Based Meetings

The Lamoine School Department shall be responsible for policies regarding public meetings held at the Lamoine Consolidated School

Fire Department Meetings

Beginning June 1, 2020, the Fire Department is authorized to hold its weekly work sessions/meetings/training provided no more than 50 people are gathered and social distancing precautions are promoted. Non fire department personnel are discouraged from being present in the fire station.

Code Enforcement

The Code Enforcement officer is authorized to be present at the Town Office for the purpose of processing applications and addressing complaints. In person consultations at the Town Office are not authorized. The CEO is authorized to conduct site visits by appointment, maintaining proper social distance from others involved. Staff may set up the CEO’s computer in the better ventilated clerk/tax collector office prior to the CEO’s arrival with notification by the CEO that she will be in. The service window at that computer station will not open during the time that the CEO is using the computer.

Town Office staff shall continue to field phone calls and other code enforcement inquiries and direct those seeking assistance to the Code Enforcement Officer by notifying the CEO via e-mail when appropriate. Staff may also assist the CEO with paperwork by electronic entry, database maintenance, fee collection and the like.

Assessing

The Board of Assessors and its appraisal agent shall continue doing their “spring work” as usual. If the Board Chair chooses to hold a public meeting, the board has the option of meeting either at the town hall or by Zoom conference as with other boards. The appraisal agent is authorized to utilize the meeting room table area as a work area as needed, with proper social distancing encouraged. Non-staff members are not authorized the meet with the assessors or agent at the town hall.

Other Departments/Functions

All other departments and functions shall maintain their current operational status, including:

- Transfer Station
- Parks
- Road Maintenance
- Facilities Maintenance

Should the Governor’s emergency declaration continue to evolve and be extended, the town’s declaration shall coincide with said declaration.

If situations arise that are not addressed by this amended declaration, the Administrative Assistant to the Selectmen is advised to consult with the Board of Selectmen and use best judgment for dealing with emergent situations.

Ordered this 21st day of May, 2020 by:

S. Josephine Cooper

Kathleen Rybarz, chair

Gary McFarland

Nathan Mason

Robert Christie

A Majority of the Lamoine Board of Selectmen

Acknowledged:

Stuart Marckoon
Treasurer/Adm. Asst.

Jennifer Kovacs
Town Clerk