



## Administrative Assistant to the Selectmen

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### Town Government Function Plan (Proposed)

May 7, 2020

#### Annual Town Meeting

The results of the town meeting election of March 3, 2020 stand as balloted. However, the open town meeting scheduled for March 18, 2020 were recessed that evening until May 26, 2020. Because the Maine State Government under the direction of the Governor has banned gatherings of more than 10-people until May 31, 2020, the Board of Selectmen will plan the following:

1. On May 7, 2020, approve wording for a referendum ballot for those items planned for the annual town meeting.
2. On May 26, 2020, the Selectmen (and any others who wish to attend) will gather at the Lamoine School Gym, keeping socially distant, and move to adjourn the annual town meeting without further action.
3. On June 4, 2020 at their regular meeting, the Board of Selectmen shall sign a town meeting warrant calling for the town meeting to be conducted by secret ballot referendum on July 14, 2020 in conjunction with the statewide primary and referendum election. The Selectmen shall schedule a public hearing on the referendum for June 18, said hearing to be held by zoom meeting. The public hearing will give notice that those wishing to speak shall request a meeting invitation from the Lamoine Town Office prior to the public hearing.
4. On June 5, 2020, the deputy town clerk will post the town meeting warrants in the normal posting places. Additionally, the warrant will be posted on the town's website along with a specimen ballot. Detailed information about the town meeting ballot will also be posted on the town's website.
5. On June 12, 2020, the Town Clerk will make ballots available for absentee voting. Notification will be posted on the town's website about the availability of absentee ballots, along with the link to request said ballots. Posting will also be made on the town's Facebook page encouraging people to vote by absentee ballot.
6. On June 18, the Board of Selectmen will sign a continuing resolution of some sort allowing the Town to operate temporarily under the guidelines of the 2019/20 annual budget approved at the town meetings in 2019. The Board of Selectmen shall also hold a public hearing on the municipal town meeting referendum via zoom meeting. See Item 3 on notice of the public hearing.
7. On July 14, 2020 the town will conduct the primary election and the municipal meeting election by secret ballot in conjunction with the guidelines as approved by the Maine Secretary of State.
8. The annual school budget will be developed by the Lamoine School Department and School Committee. Because it is apparently not allowed for the town to vote by referendum on the school budget, a special town meeting will be called at such time as meetings of more than 50-people are authorized by the Governor of the State of Maine. The school department shall operate from July 1, 2020 until such time as the school budget is passed under a continuing resolution pursuant to budget approved for the fiscal year ending June 30, 2020.

## **Town Hall “Reopening”**

### ***Tax Collection/Clerk/Registration etc.***

Currently the town is closed to the public. This has put a strain on both the town office staff and the general public on the ways they do business for vehicle and watercraft registration, obtaining burn permits, and other functions of the town hall. The staffing has been at a bare minimum to answer phones and respond to e-mail while maintaining social distance from each other. Basically I have been staffing from 7:45 AM to 12:45 PM, and Jennifer has covered the rest of the day. We’ve been doing car registrations and boat registrations through the mail slot, over the phone, and talking people through the on-line process (which is pretty easy). Most of our business has been burn permits (they’re free, not generating revenue!).

We could be far more efficient, and more revenue generated if we could wait on people at the counter. I have asked Mike Hodgkins to install Plexiglas panels at the two counter windows. He was measuring those up this weekend.

My proposal would be to open the town office effective May 11, 2020 to limited service. Jenn and I would work the counters as needed on our normal shifts (she generally gets in at 9am, I’m in by 8am), but limiting the number of customers in the building to only two. We would have hand sanitizer dispensers at the counter, and I’ll get plenty of Clorox spray to periodically wipe down the counters. The Plexiglas screens would leave just 8-inches at the bottom at which to exchange paperwork. A barrier (we have those on hand anyway) would go at the end of the counter corridor into the meeting room, to keep people from going past the counters.

The counter workers should probably wear gloves and frequently wash hands. There would be a small hole cut in the Plexiglass so that we can hear customers. I’m not sure about cloth masks – they won’t do all that much good, but the Governor seems to have ordered them, so we should probably wear them and ask our customers to wear them.

We are going to get slammed with car registration business most likely. One of the luxuries of the slowdown has been that I can work outside the office when Jennifer gets in. Some Road Commissioner items have taken place, I’ve washed the utility pole flags at home, and am writing most of this plan at home. When we “reopen”, I’ll plan on spending time at the service counter as well.

### ***Meetings***

Because of the size of the town hall meeting room, in person meetings that maintain 6-feet of social distancing are problematic. Additionally, not all the board members have access to webcams for zoom meetings.

Selectmen meetings by zoom seem to be working OK. The Planning Board has canceled their April and May meetings. They really do need to meet in June for a pair of pending gravel applications. The chair doesn’t have a computer that can handle zoom. My thought is to buy a webcam for one of the laptops the town has, and go that way. The Appeals Board has postponed meeting on its two issues until such time as meetings

can be held safely again. The School Committee's plans are not known at this time, and when there will be a means for the Budget Committee to meet via zoom, that could likely take place. The Lamoine 150! Group has met once by zoom. The Parks Commission postponed its April meeting, rescheduling for June. I will recommend they hold a Zoom meeting. Conservation Commission has postponed April, waiting to hear about May. The Rec Committee is dormant for now.

My biggest concern is the Board of Assessors. This would normally be a busy time of year doing their spring thing. I'm not sure what is taking place with that. They could meet by Zoom if needed.

My recommendation is to offer the zoom meetings to those committees that seem to need to meet.

### ***Code Enforcement***

Currently, Rebecca Albright is working from home, and we are e-mailing applications and inspection requests to her there. This is working out pretty well. Often customers have questions and I will e-mail Rebecca to have her call them. She is coming to town to do inspections when requested.

On my end, I've been inputting the data from the permits into the computer system, filing the forms in the filing books, and signing her name to the permits for which she is indicating approval via e-mail. I would propose that this arrangement continue through the end of May at least.

### ***Road Maintenance***

I have been around town looking at short term and longer term road needs. I've had Richard McMullen repairing some immediate things. Randy Kelley is finishing up on the projects that were assigned last fall. I will have a short list of more immediate needs for the May 7<sup>th</sup> meeting.

We are in a bit of a quandary about paving for 2020. Roger Picard was here to measure up Shore and Mill Roads and we were pretty close about the tonnage needed in the proposed budget. He hopes to go out to bid in May. The quandary is that we've not had town meeting to approve the funding yet. I'm not sure how you wish to proceed on planning for the paving. This will likely be the last year that Roger will be handling the bidding and contract supervision for paving – he tells me he's actually retiring for real after this round of paving.

Since general contractors are considered essential personnel, it's a good time to get some of the small items cleaned up. We are going to be a bit tight on the budget for the current fiscal year.

### ***Fire Department***

Actual fire calls have picked up a bit with the two major storms/power outages in April. While weekly meetings are on hold, a few of the officers do get to the fire station on Wednesday evenings to make sure the trucks are ready to roll.

As you may have seen on Facebook or in the Ellsworth American today, the department has been participating in "Birthday Drive-Bys". That's been very popular and the guys are great about driving the trucks (I think they're kinda bored).

The department received a little PPE from MEMA (masks, face shields). We've not had many calls that have required actual interaction with people, so that's been a plus at this point. I don't see any need to change anything about fire department operations.

### ***Waste Disposal***

I know Brandon Robitaille has been working for all of April. I'm not sure what Chris's plans are for returning – he was concerned about public exposure. Things are going pretty well at the facility. It got swept a couple of weeks ago when the road sweepers were here. Some days have been pretty heavy for disposal (I suspect a lot of cleaning at home has been taking place). So far we've had enough room. The Friday hours expand to 8-5 this week (5/1). I don't expect any changes will be needed. I hope to have more info on the staffing situation soon.

### ***Parks***

The Park Commission plans a work bee at Bloomfield Park where a lot of trees have come down and there is a lot of brush to clear up. I've asked Richard McMullen to reasonably fix up the road going into Bloomfield and Marlboro Beach. Cathi Goebel and her husband cleaned up a lot of seaweed from the picnic area at Lamoine Beach, and Richard cleaned up some at Marlboro Beach following the storms and high surge. The few times I've been to Lamoine Beach on decent weather days there have been a lot of cars in the lot, but people seem to be keeping their distance. We don't have a Florida/California situation there.

My recommendation is to keep things status quo with the parks.

As noted earlier, I have cleaned the flags that go on utility poles. My plan is to start putting those up on nice afternoons in May, along with installing the veterans grave flags.

Respectfully submitted,

Stu Marckoon, Adm. Asst.