

**Town of Belgrade  
Board of Selectpersons**

June 2, 2020 / 6:30 p.m.

This meeting will be conducted online at  
<https://us02web.zoom.us/j/644641750>

**A G E N D A**

**Call to Order and Pledge of Allegiance**  
*Open Meeting*

- 1. PUBLIC COMMENT**
- 2. OLD BUSINESS**
  - A. Re-evaluation of **public health concern** and Town operations.
  - B. Consideration of **Recreation summer day camps**.
- 3. NEW BUSINESS**
  - A. **Appointments:**
    1. Brent Chisholm to the Belgrade Library Board of Trustees
  - B. Discussion of **KWYSP youth baseball program**.
  - C. Consideration of **insurance settlement agreement for \$11,500** related to 2019 tanker truck crash.
  - D. Consideration of moving to **written minutes for Selectboard meetings**, supplemented with audio/visual recordings.
  - E. Consideration of a **resolution from Bar Harbor Trust Services** adding interim Treasurer Nicholas Poole to those authorized to manage the Town's accounts.
- 4. WARRANT**
- 5. TOWN MANAGER REPORT**
- 6. EXECUTIVE SESSION – Consultation with Town attorney 1 M.R.S.A. §405(6)(E)**

**Town of Belgrade**  
**Board of Selectpersons**  
May 19, 2020 / 6:30 p.m.

This meeting was conducted online at  
<https://us02web.zoom.us/j/963032016>

**SYNOPSIS**

**Selectboard:** Michael B, Chair, Ernst Merckens, Vice Chair, Rick Damren, Kathleen W and Melanie J

Public Attendance: Laura Dunbar, Steve Smith, Ken Scheno, Tom Dowd, Evan Fisher, Jay Bradshaw, Katherine Couture, Lily Schubert, Bill Pulsifer, Bruce Galouch, John (Jack Sutton), Lenny Reich, Liz Fontaine, Annie Dobos, Shawn Kalback, Cathy McKelway, Sara Languet, Dan Newman, Linda Bacon, Gary Mahler, Ryan Burton, Planning Board, Patricia Parisi, I Pad T, Trans B, Galaxy Tab A, 603-828-1252, Trevor Burton, Anthony Wilson, Cheryl Mitchell

**Call to Order and Pledge of Allegiance**  
***Open Meeting***

1. PUBLIC COMMENT
2. OLD BUSINESS

A. Discussion of **school tax impact** on local taxpayers with Belgrade's RSU 18 representatives.

Currently preparing for normal opening in September, pending any further action from the Governor and her administration.

Concern was then raised that because the school should have been able to save some monies because of "no school"/transportation etc...would the towns be seeing some return of their monies??

Cathy McKelway advised that the budget was voted on prior to the onset of the impact of the quarantine and the warrant which contains this budget is to be voted on tomorrow, Wednesday, May 20, 2020, so if the Board was interested in any changes, it would be proper to attend that meeting and raise concern.

B. Consideration of signage and/or painting for **Village parking spaces**.

Parking signs \$30.00 ea. Crossing Signs \$300.00 ea. Stripping \$1500.00  
Board agreed to let this ride for now with no signage/no road stripping due to the cost that would be incurred as they have been asking Town Manager to hold budget for unnecessary expenses.

C. Re-evaluation of public health concern and Town operations, including **Recycling Center and Recreation summer day camps.**

Recycling Center: Proposed reopen June 2, Open regular Wed, Thurs & Saturday schedule adding additional day: Tuesday from 1-7 for recycles only. On these days, the recycle areas for drop-off would be slightly relocated to accommodate customers to avoid grouping in large numbers.

Melanie moved to re-open Transfer Station as proposed

2<sup>nd</sup>: Ernst

4 for

1 against (Rick D)

Center for All Seasons: (Summer Rec Camp(s))

Much discussion around this re: number of participants allowed (does that number include staff) Because wearing of face masks required, based on the price that we purchase them for, do we raise the price of the day camp by \$5.00 per week and provide each camper with one mask per day, to insure that the mask are new/not contaminated. Fever checks each day for campers and staff. Would there be a waiver?

Moved by Rick D to table this item until next meeting when we can obtain some more answers.

2<sup>nd</sup>: Kathy W

4 for

1 no (Mike B)

**3. NEW BUSINESS**

A. **Appointments:**

1. Jack Sutton to the Budget and Roads Committees

Moved by Rick D

2<sup>nd</sup> Kathleen W

4 for

(1 Member stepped away)

2. Victoria Alexander as Green Independent poll worker

Moved by: Rick D

2<sup>nd</sup>: Melanie J

4 for

(1 Member stepped away)

- B. Consideration of an **on-premise liquor license application** for the Lakeside Inn, 168 Main St.

Question was raised, is this for guests of the Inn only, response was, yes it was for guests.

Moved by Ernst

2<sup>nd</sup>: Michael

5 for

C. Consideration of a **pole permit application** on Dunn Road.

Moved by Ernst

2<sup>nd</sup>: Rick D

5 for

D. Consideration of a **supplemental tax** in the amount of \$4,020.20.

Moved by Rick D to approve property removed from tree growth

2<sup>nd</sup> Ernst

5 for

E. Consideration of **naming a new private road** ~~Fox Spring Lane~~. Dandelion Rock Lane

Moved by Michael

2<sup>nd</sup>: Melanie

5 for

F. Consideration of **auto graveyard permit renewal** for Raymond Frappier.

Moved by Rick D

2<sup>nd</sup>: Ernst M

5 for

G. Consideration of a **dispatch services agreement** with the City of Waterville.

Moved by Melanie J to accept and let Town Manager sign

2<sup>nd</sup>: Kathleen W

5 for

#### 4. **WARRANT 68 \$30,839.30**

Moved by Rick

2<sup>nd</sup> Melanie

5 for

#### 5. **TOWN MANAGER REPORT**

Food Pantry Proclamation with Town of Rome and Spirit of America Award recipients to receive awards on Sunday, June 14<sup>th</sup> at noon, at the Village Park.

Three public hearing dates for the Annual Town Meeting (July 14, 2020) set for:

Wed, May 27 at 6:30 p.m.

Saturday June 13<sup>th</sup> at 3:00 p.m.

Thurs. July 9<sup>th</sup> @ 12:00 noon

Transfer Station will start collecting flags and turn over to the American Legion for proper disposal.

\*\*Planning Board is going to need to meet in the very near future, TM asking to allow set up at Center for All Seasons as for the “distanced” Selectboard Meeting which we had there. Board Suggested Zoom, but TM did not feel that would work and again asked about the CFAS. Board said ok, as long as we could meet the proper safety precautions.

Meeting adjourned 8:50 Regular Selectboard Meeting.

**6. EXECUTIVE SESSION – Consultation with Town attorney 1 M.R.S.A. §405(6)(E)**

8:54

Melanie J moved to enter into Executive Session

2<sup>nd</sup> Rick D 5 for

9:11

Mike B moved to exit Executive Session and re-enter Regular meeting

2<sup>nd</sup> Rick D 5 for

9:11

Melanie J moved to adjourn

2<sup>nd</sup> Rick D 5 for

**PUBLIC HEARING**  
**VIA ZOOM AND STREAMED ON FACEBOOK**

**MAY 27, 2020**

**6:30 P.M.**

<https://us02web.zoom.us/j/86143779064>

**SYNOPSIS**

**Present:** Phil Sprague, Lily Schubert, Dan Newman, Linda Bacon, Gary Mahler, Chris Dutil

**Board:** Michael Barrett, Ernst Merckens, Melanie Jewell, Kathleen Wall **Absent:** Rick Damren

Kathleen W moved to open Meeting

2<sup>nd</sup>: Melanie J

4 for

1 absent

Melanie moved to open Public Hearing

2<sup>nd</sup>: Michael B

4 for

1 absent

All articles 16 – 55 were read, asked for comment

6:20 Melanie moved to close public hearing

2<sup>nd</sup> Kathleen W

4 for

1 absent

Melanie moved to close the meeting

2<sup>nd</sup>: Kathleen W

4 for

1 absent

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Update of public health and Town operations

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Gov. Janet Mills' civil emergency order is due to expire June 11.

The reopening of the Town Office continues to go well. Interestingly, while the flow of customer traffic was steady in the week leading up to Memorial Day, there was no holiday rush. Our Saturday traffic has been less than we anticipated, but I want to continue to offer that option at least through the July 4 weekend.

Customer traffic may have been impacted by three things: 1.) A record number of boat and car registrations online. 2.) Seemingly fewer out-of-state visitors. There seemed to be little activity in the Village during the holiday weekend, and the Transfer Station reported less activity on the Saturday of the holiday weekend compared to years past. 3.) People still not venturing out as much as they normally do.

I will continue to keep you posted.



# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Update of Town operations and summer camp recommendations

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Since our discussion last month of summer day camp protocols, Recreation Director Lily Schubert and Camp Coordinator Annie Dobos have done much research on guidelines issued by the State, the CDC, the YMCA and other organizations about day camp operations. We have passed all of that along to you. We determined the 50-person limit on gatherings did extend to camp staff, and that most of the parents we spoke with prefer to provide their children's masks, which is good ... we are having trouble locating an available supply.

The guidelines we studied closely mirrored the recommendations previously offered to the Board. Those are below, with changes and additions highlighted.

- Lily and Annie have crafted protocols for the camp based on state guidelines. They are attached.
- With gatherings restricted to no more than 50 people, we would **limit participation to 41 children**. We would have six counselors (two each for each group of kids), plus the Recreation Director, the camp coordinator, who would serve as backup counselors; and our other regular Recreation employee, who would serve as our sanitation staff.
- We would require families to **register and reserve in advance** which weeks they wish to use the camp. Priority will be given to Town residents and taxpayers, and to elementary school children. This will ensure we can control our numbers – serving as many young children as possible without going over 50. Should we have fewer than 41 children during a given week, we will accept drop-ins on those days.
- All staff will wear **cloth face coverings**. Children who can wear face coverings properly will wear them. Counselors will make note of campers' mask colors each day to ensure they are wearing a clean mask the following day. We have polled about 10 families, who said they would prefer that their children wear reusable masks. We have sources willing to sell masks to families for \$5 apiece.
- Unless it is raining, children will not be allowed into the building. All **activities will occur outside**. Children will have a designated space for their bags and will be spaced at least six feet apart when eating lunches



and snacks. On rainy days, the children will be spaced throughout the facility. The gym can be divided with a curtain with a group on each side. A third group can be on the porches and/or in the social room.

- The camps will feature **neither field trips nor guest speakers**. No one from the public may visit during camp hours. The **pool** will be **closed**, and there will be **no adult programming** during camp hours.
- Children will be in the same group with the same counselors every day. There will be **no mixing of groups**.
- Children may not bring toys, games or electronics to camp. Sharing of craft supplies will be limited. Frequently used surfaces and equipment will be **disinfected** after each use.
- **Drop-off and pick-up times** will be staggered. Parents must stay in their vehicles. Campers and staff will be **screened** as they arrive every morning. Staff and children will be directed to stay home if they are sick or do not feel well.
- We will teach and reinforce **frequent hand-washing** hands and properly covering mouths when coughing and sneezing. Signs on how to stop the spread of COVID-19 will be posted inside and outside the building. We will purchase (for about \$10 each) and/or make wash stations for use throughout the camp. This will relieve some of the intensity of usage of the restrooms.
- We will ask our Health Officer, a Registered Nurse, to be our designated **COVID-19 point of contact**, per state guidelines. We also plan to involve our Rescue Chief, who would most likely be the person responding to any concerns.
- Because the **sailing camp** is not an essential service, we recommend not hosting that this year.

As I said before, our summer day camp program is, in my mind, an essential service. This has been reinforced by what we have heard this from parents over the past couple of weeks. Families need a place for their young children to spend the day. That may be even more true this summer with concerns about overnight camps and, likely, fewer family vacations.

We remain open to any and all suggestions. We continue to monitor the list-serve of our professional peer groups, mining those networks for good ideas.



# RESTARTING MAINE'S ECONOMY

## COVID19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at [www.maine.gov/covid19/restartingmaine](http://www.maine.gov/covid19/restartingmaine).

This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on [maine.gov/DECD](http://maine.gov/DECD).

Please note: This document may be updated as additional information and resources become available.

## Phase 2: Day Camps and Summer Recreation Programs

*Released: May 20, 2020*

### A. Promote healthy hygiene practices

1. Teach and reinforce washing hands and covering coughs and sneezes among campers and staff.
2. Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
3. Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), tissues, and no-touch trashcans.
4. In settings where physical distancing is not possible, campers should wear face coverings when practicable and age, activity, and developmentally appropriate. See the [American Academy of Pediatrics website](http://www.aapublications.org/) for more information.
5. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
6. Provide educational materials in advance to families for sharing with campers prior to camp and reinforce awareness at staff and camper orientation and periodically thereafter for all throughout the camp experience.

### B. High Risk Populations

**COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs**  
**Released: 5/20/2020**

1. Vulnerable or high-risk populations require special consideration for day programs.
2. Parents of campers should work with their primary care provider and the camp director to determine if camp is a reasonably safe option for them.
3. Families of campers with high-risk individuals must consider COVID exposure risks if they send their camper to camp and determine if attendance at camp is safe.
4. Camp directors should follow the CDC requirements that special high-risk and vulnerable populations should continue to shelter in place through Phase 2.
5. Camp staff should consider whether they can work safely in camp if they have any of these conditions and camp directors should discuss potential risks for individuals with the following:
  - People 65 or older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well-controlled including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease

**C. Ensure social distancing**

1. Camp directors should ensure camp and staff are separated into small groups that remain as consistent as possible over a camper's time in the program. Consider programs that function by group and dining/activity groups that are groups of groups.
  - a. The camp must adhere to gathering size limits as established by the Governor's executive order. When gathering size limits are raised, the smallest practical group size should still be utilized.
  - b. For instance, if gather size limits are 50, then a total of 50 campers and staff can come together as a larger group of smaller consistent groups.
  - c. Mixing between smaller groups should be discouraged, and when larger groups gather as a collection of smaller groups, physical distancing should be used between groups, and if physical distancing is not possible, face coverings should be used (if age and developmentally appropriate).

**COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs**  
**Released: 5/20/2020**

2. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing and support proper hand hygiene.
3. At this time, campers from out of state are required to quarantine for 14 days prior to camp attendance.
4. Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
5. Space all seating to at least six feet apart.
6. Consider use of ground markings and other cueing tools to help campers maintain physical distancing in group settings.
7. Close communal use spaces such as dining rooms and playgrounds if possible; otherwise stagger use and disinfect in between use.
8. If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms.
9. No shared food utensils or self-service food or drink areas.
10. Day camps should assess their meal plans and consider campers bringing their own lunches this season. When camps use kitchen facilities for serving meals, create processes for service and clearing that minimize shared contact. For example, campers can bus their own trays and dishes if possible.
11. Access to vending machines should be limited due to the challenge of ongoing cleaning and disinfection of common touch surfaces.
12. Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible. Encourage car-line drop-off and pick-up systems and single-family vehicles. Discourage carpooling and parents entering the camp area. Create distance of 6 feet between campers on buses, if possible. Use face coverings if unable to maintain physical distancing.
13. Camp directors will alter programmatic activities to reflect current recommendations for physical distancing and group size. When physical distancing is not possible, face coverings should be used.
14. Field trips to public gathering places and recreational places should be avoided. It may be possible to permit small groups to day travel to nearby recreational areas where interaction with the external community is not expected. If day camps choose to plan field trips, consider the risk of transportation and minimize contact intensity through physical distancing, face coverings, and traveling with small, consistent groups.
15. Planning should include accommodations for inclement weather that could impact physical distancing of staff and campers.

**D. Limit sharing**

1. Keep camper and staff member belongings separated from others' and in individually labeled containers, cubbies, or areas. All personal items must be labeled with owner's name.

**COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs**  
Released: 5/20/2020

2. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of campers at a time and clean and disinfect between use.
3. If food is offered to campers, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
4. Avoid sharing electronic devices, toys, books, and other games or learning aids.
5. Minimize what a camper brings to camp from home.

**E. Intensify cleaning, disinfection, and ventilation**

1. Refer to the [CDC cleaning guidance](#) for general information.
2. Clean and disinfect frequently touched surfaces within the camp and on buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.
3. Create processes for using bathrooms that encourage social distancing. Increase cleaning and disinfecting of bathrooms.
4. To clean and disinfect buses see guidance for [bus transit operators](#).
5. Ensure safe and correct application of disinfectants and keep products away from campers.
6. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
7. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
8. Clean sinks and bottle filling stations frequently. Provide disposable cups for water fountains and refillable water jugs.

**F. Train all staff**

1. Train all staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that physical distancing is maintained.

**G. Monitoring and Preparing**

1. Check for signs and symptoms of COVID-19 among staff and campers
2. Implement screenings safely and respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality must be maintained.
3. Camp directors may use examples of screening methods in [CDC's Supplemental Guidance for Child Care Programs that Remain Open](#) as a guide for screening campers and [CDC's Interim Guidance for Businesses and Employers](#) on screening staff.
4. Require staff to stay home if they are sick.



**COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs**  
Released: 5/20/2020

5. Require parents to keep sick campers home.

## **H. Plan for when a staff, camper, or visitor becomes sick**

1. Work with camp directors, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. Camp nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.
2. Establish procedures to safely and promptly transport anyone sick home or to a healthcare facility.
3. Notify local and state health officials immediately of a possible case and work with them regarding appropriate communications with families while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
4. Close off areas used by someone who tested positive for COVID-19 and do not use before [cleaning and disinfection](#). Ensure safe and correct application of disinfectants and keep disinfectant products away from campers.
5. Advise sick staff members and camper families not to return until they have met CDC criteria to discontinue home isolation. Campers and staff should be evaluated by a medical provider and prior to returning obtain a physician's note saying they are safe to return to camp.
6. Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

## **I. Maintain healthy operations**

1. Implement flexible sick leave policies and practices, if feasible.
2. Monitor absenteeism and have a roster of trained back-up staff.
3. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
4. Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

## **J. Closing**

1. Check State and local health department notices daily about transmission in the area and adjust operations accordingly.
2. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

## **K. Pools and other aquatic activities**

**COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs**  
**Released: 5/20/2020**

1. There is an increased risk of transmission in an indoor pool. Therefore, indoor pools are recommended to be limited to single swimming lanes.
2. Pools must continue to follow Governor’s current Executive Order regarding gathering size.
3. Free/open swim times are not recommended for indoor pools at this time.
4. Keep swimming pools properly cleaned and disinfected. Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.
5. Swimming pool directors must plan for cleaning and disinfection of items that are typically shared between individuals.
6. Face coverings should not be worn in the pool.
7. Physical distancing must be maintained to the extent possible in the pool, on the pool deck, in diving board areas, and seating areas.
8. Common touch surfaces such as hand rails, ladders, and diving platforms, should be cleaned and disinfected frequently.
9. Use of hot tubs, spas, water playgrounds, or water parks is not recommended at this time. While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in hot tubs, spas, water playgrounds, and water parks, you should not use these facilities within local, state, or national parks at this time because:
  - a. They are often crowded and could easily exceed recommended guidance for gatherings.
  - b. It can be challenging to keep surfaces clean and disinfected.
  - c. The virus can spread when people touch surfaces and then touch their unwashed hands to their eyes, nose, or mouth.
10. Swimming in the ocean, lakes and ponds is allowed. Physical distancing must be maintained on any beach areas.

**L. Camp activities**

Not all regular camp activities may be appropriate when adhering to best practices to reduce the spread of COVID-19. Different activities carry different levels of risk based on contact intensity and duration, as well as the number of participants. COVID-19 is transmitted through respiratory droplets, therefore, activities that increase the spread of such droplets (e.g. singing or yelling in the close proximity of others) also carry increased risk. Camps are encouraged to focus on activities that require less group contact—this can include altering typical activities to reduce transmission risk. Resources such as the [Aspen Institute “Project Play” Return to Play Risk Assessment Tool](#) and the [American Camp Association’s “Camp Operations Guide”](#) can assist camp directors and counselors as they consider the risks of common activities and plan potential adjustments to increase the safety of camp activities.



Belgrade Community Center For All Seasons Recreation

Camp Golden Pond 2020

COVID-19 Policies and Procedures

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**\*This is a living document and is subject to change as more information becomes available and restrictions change. \***

Given the current Federal and State limitations surrounding COVID-19 the following plan is in preparation of restrictions per the State of Maine's re-opening plan Phase 2 anticipated start date of June 1. Under Phase 2 Summer Day camps are permitted, following the limit of no more than 50 people gathering, continued social distancing of 6 feet away whenever possible and the wearing of cloth masks when social distancing cannot be obtained. Avoid touching your eyes, nose, and mouth. Avoid close contact with people who are sick. Stay home if you feel ill.

**Camp Ground Capacity** – No more than 50 people will be permitted on camp grounds to remain to follow the Maine CDC Guidelines. Camp Golden Pond located at the Belgrade Community Center For All Seasons will be limited to up to 40 campers per week. The campers will be divided into three groups with two staff that will remain separate from one another during the entire time at camp. Once the camp capacity reaches 40 campers during any given week, we will put campers on a wait list. Elementary aged children will remain priority.

**Health Checks** – Check-in and Drop-off will change to parents remaining in their vehicles and staff coming to the cars to retrieve the campers. Parents will enter the BCCFAS's driveway and continue toward the paved circular driveway to the left. Only one car is permitted in the paved circle at a time. If there is a car in the drop-off and pick-up circle, please turn into the dirt parking lot on the right and wait to be signaled by a staff member to pull forward. Please do not block the driveway.

Upon arrival, staff and kids would follow a checklist throughout the day which includes:

- Arrival Temperature screening and checklist of symptoms or signs of COVID-19 (and other viruses).
- Sanitize personal belongings which will be limited to; change of clothes, backpack, water bottle, lunch box, sunscreen bottles, any medication, one book, swimsuit and towel, change of shoes and clean mask.
- Arrival Washing of Hands
- Wash Hands before and after AM Snack
- Lunch Temperature and checklist

- Wash Hands before and after Lunch
- Wash Hands before and after PM Snack
- Dismissal Temperature screen and checklist
- Sanitize personal belongings and wash hands

Dismissal:

- Parents should remain in their car.
- Staff will call for camper.
- Staff will perform a dismissal checklist and record temperature.
- Staff will sign out camper.

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day. All campers will be encouraged to sing a camp song that lasts 20 seconds while washing their hands.

**Employee PPE** – All Staff will be required to follow State guidelines of wearing a cloth mask while at camp as social distancing cannot be guaranteed. If they are on break or in a space where they are alone and not within 6 feet of anyone, they do not need to wear a mask. Staff will be provided masks (5) if they do not have their own. Masks must be washed after daily use. Staff will not be required to wear gloves unless performing an activity such as cleaning, health checks, and other. Staff will be required to follow the same Health Checklist as the campers for cleaning of hands and are encouraged to use hand sanitizer as much as possible throughout the day.

**Campers PPE** – All campers will always be required to have a cloth mask on at camp except for when they are eating, getting a drink, are 6 feet away from others or performing an activity where it is deemed not safe to wear a mask. Camp Golden Pond will provide 2 masks to each camper with additional masks for sale. Cloth masks must be washed daily. Campers must wear a clean mask that is different from the day before. Staff will note the color of the child's mask each day to ensure clean masks are being used. Campers will be required to follow the Health Checklist for cleaning of hands and will be encouraged to use hand sanitizer as much as possible throughout the day. Campers will be required to have a water bottle every day; water fountain use will be limited unless filling a bottle. Water Bottles should be cleaned daily.

**Isolation Policy-** If at any point throughout the camp day a camper starts to present symptoms, the Camp Supervisors should be notified, and the camper will be sent to the designated isolation area. (Symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell)

- The camper's parents or guardians are to be called and requested to come pick up their camper within 1 hour. Any sibling(s) must also return home.

- Campers may return to camp after meeting the CDC Guidelines and can provide proper re-admittance documentation(see “*Camper or Staff Re-Admittance*”).

**COVID-19 Signs/Symptoms Policy** - Anyone with a temperature of 100.0 °F or higher or Anyone with known exposure to COVID-19/who has tested positive for COVID-19 should do the following before returning to Camp Golden Pond:

- Inform supervisor if you are staff or a staff person if you are a camper
- Go get screened to be tested for COVID-19
- Return home and self-isolate for 14 days or until a negative result from COVID-19 test

**Positive COVID-19 Case at Camp Golden Pond-**

- If a staff or camper becomes sick;
  - Camp Staff would notify the State health office if a child or staff member has a confirmed case of COVID-19.
  - Camp Golden Pond staff will have proper communications with families while maintaining confidentiality. Parents will be informed of those children who were directly exposed to the person with COVID-19. Those exposed are encouraged to stay home and self monitor for 14 days for symptoms and follow CDC guidance if symptoms develop.
  - Camp Golden Pond will close for three days.
  - After 48 hours cleaning staff will return to Camp Golden Pond to disinfect all areas.
  - Upon reopening those groups who did not have direct contact with the positive case may return to camp.

**Procedure if outbreak occurs** – Camp Golden Pond will be shut down if an outbreak occurs. Proper cleaning measures will be implemented 48-72 hours after the facility has been closed. Facility will reopen when the majority of staff is symptom free/no longer contagious.

**Camper or Staff Re-Admittance-**

- Campers or Staff must present one of the following:
  - Doctors Note with a Clear Bill of Health
  - Negative COVID-19 Test
  - NO symptoms for 14 Days

**Social Distancing Policy-**

- Campers will be advised to keep 6ft of distance between themselves and other campers.

- Maintaining at least an arm's length distance always.
- Face masks should be worn at all times unless deemed necessary.
- Camper's belonging should be kept in their backpacks and kept in the group's meeting space.
- Each camper should bring their own water bottled labeled with their name on it.
- They will not be allowed to use the water fountains inside the facility. Each group will have a water cooler at their designated group area for drinking purposes.
- Spaces will be marked to help campers have a visual of safe distancing. 3 or 4 chairs at a table. Physical markers showing personal boundaries for games, programs and lining up.

**Cleaning** – Staff will perform daily cleaning with approved wipes on all major touch points in addition to normal daily cleaning routines (trash, re-stocking paper goods, sweeping/cleaning of the floors, etc.) Staff will be required to use gloves while cleaning. All efforts will be made to eliminate shared equipment such as basketballs, hula hoops etc. with the whole camp.

**Designated COVID-19 Point of Contact**– A new position has been created in response to COVID-19, Designated COVID-19 Point of Contact. This person is also the Town of Belgrade's Health Officer. This person will be able to respond to COVID-19 questions and concerns from staff and families.

**Preventing Cross Contamination** – All efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for everyday storage, play, and lunch. The hope is that when a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. Example less tag and more relay races, shadow tag, or flag football.

**Activity and Equipment** –Groups will be broken down into smaller groups following camper to counselor ratios. When possible small groups will each be given their own activity equipment bag such as basketballs, hula hoops, etc. Additionally, each child will be provided their own activity kit (coloring items, jump ropes, hula hoops, etc.) whenever possible. These will be the same items to avoid cross contamination whenever possible. All items within each group's activity kit will be sanitized before and after use. A cleaning checklist will be kept in each activity box to ensure this step is being followed.

**Lunch, Lines, and Bathrooms** – Lunch will be eaten outside when possible with designated group areas and each camper maintaining 6 feet from anyone (campers will have their own “space” on a towel). This will allow for their masks to be removed while practicing social distancing. Breaks and Snacks will be handled in the same manner. If inside for lunch, groups will each be in separate areas and campers will be assigned an area that is 6 feet from each other. Spots on the floor/ground will be placed 6 feet away for when lining up to go outside, inside head count etc. Knowing kids can be very unpredictable with bathroom use, staff will attempt to clean major touch points as much as possible throughout the day. When possible hand sanitizer will be placed at bathroom entrances to be used before entering.

**Playgrounds** – Waiting on further guidance from Maine CDC and NRP A on how best to include or not include playgrounds in camp activities.

**Activities-**

- Campers hands will be wash before and after of each activity.
- Campers must always maintain arm’s length distance between each other.
- Counselors will sanitize the activity area after that activity is finished according to the activity cleaning guidelines.
- All crafts and activities will pre pre-bagged for each camper with the supplies that they will need.

**Games –**

- We will be programming games that do not involve using camper’s hands. (Soccer, Heads up, movement relay, minute to win it and sidewalk chalk obstacle course, etc.)
- Camper’s hand will be washed before and after each game.
- Counselors will disinfect equipment that is used after each group.

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- |                                                     |                                                              |
|-----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Board of Parks & Recreation         |
| <input type="checkbox"/> Board of Appeals           | <input type="checkbox"/> Board of Assessment & Review        |
| <input type="checkbox"/> Dams Committee             | <input type="checkbox"/> Transfer Station & Recycling Com.   |
| <input type="checkbox"/> Cemetery Committee         | <input type="checkbox"/> Budget Committee                    |
| <input checked="" type="checkbox"/> Library Trustee | <input type="checkbox"/> Tree Committee                      |
| <input type="checkbox"/> Long Range Planning Com.   | <input type="checkbox"/> Comprehensive Plan Review Committee |

Other \_\_\_\_\_

If this is a re-appointment please state the number of years you have served \_\_\_\_\_

Name Brent Chisholm  
Address 27 Hardwood Circle, Belgrade  
Phone # (Home) 207-333-2207 (Work) same as home Email: chisholm.brent3@gmail.com  
Place of Employment Nielsen Inc (Insurance Auditor)  
Education & Experience Bachelors Degree in English from UMF.

Interests and Hobbies Reading, writing, music, movies, hunting

Why do you wish to serve on a municipal board or committee?

As an avid reader, this seems one of the best ways for me to get involved in the community. Being a father of two, I also know what a tremendous resource a library can be for families.

References

Name Thomas Doucette Phone # 207-318-6627  
Name Mary Merrill Phone # 207-474-3422

Please Return to: Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Email Address: \_\_\_\_\_

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: KWYSP youth baseball

---

The Kenneth Workman Youth Sports Program's (KWYSP) baseball league would like to start playing ball on the Town-owned fields this month. Aaron Palleschi, who heads the baseball program, will brief you on its planned activities.

In short, KWYSP plans to adhere to the guidelines offered by the national Babe Ruth Baseball. I have not included that 37-page document in your Board packet. It was emailed to you May 22.





# RESTARTING MAINE'S ECONOMY

## COVID19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise, and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at [www.maine.gov/covid19/restartingmaine](http://www.maine.gov/covid19/restartingmaine).

This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on [maine.gov/DECD](http://maine.gov/DECD).

Please note: This document may be updated as additional information and resources become available.

### **Phase 2: Community Sports** *Released May 20, 2020*

Community sports activities for both youth and adults require unique consideration during the COVID-19 pandemic. Health experts recognize the role of outdoor recreation and exercise in promoting mental health, physical fitness, and cognitive development. Reducing exposure to respiratory droplets through physical distancing and face coverings, as well as increased hand hygiene and avoidance of shared and common touch items, remain the primary tools to mitigate the spread of COVID-19. Because of the increased possibility of infection through droplets, vigorous exercise in closely confined spaces should be avoided.

At this time, outdoor trainings with social distancing may be prudent. These guidelines focus on maximizing opportunities for social distancing and keeping small, distinct cohorts of participants whenever possible. To this end, travel teams or scrimmages between teams in the same community are strongly discouraged.

Sports activities present multiple challenges in the effective use of primary prevention strategies. These challenges include:

- Risk of exposure to the virus due to close physical proximity during sports activities through participation in the sport activity itself, group seating, and group travel.
- Increased risk during intense and sustained physical contact whether purposeful or accidental.
- Projection of respiratory particles during cardiovascular activities (panting), yelling or shouting as part of play, or common sneezing or coughing. This increase in respiration expulsion of droplets can well exceed the typical physical distancing recommendation of 6 feet between individuals.

- While face coverings are recommended to reduce the risk of viral transmission between individuals in public areas, face coverings are not compatible with many sports and inhibit respiration during exercise. Face coverings are not currently recommended for players during practice or competition. Face coverings can be used, if feasible, during coach strategy sessions and whenever possible.

### Considerations for community sports activities

- Organizers of community sports activities are responsible for limiting the number of individuals that can gather in a shared space, in accordance with Executive Orders from the [Office of the Governor](#).
- Risk of virus transmission decreases in the outside environment. Indoor sports activities significantly increase exposure to respiratory droplets in the shared air space.
- Activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.
- Youth activities require adult supervision to ensure careful attention to mitigation strategies.
- Coaches, volunteers, leaders, and athletes must stay home if they are feeling ill or have any symptoms of COVID-19.
- Spectators must maintain 6 feet of physical distance between themselves and other spectators as well as players.
- Cleaning and disinfection of equipment and other shared items is a challenging consideration. Shared items and common touch items present opportunities for viral transmission.
- Hand hygiene is an important mitigation strategy, yet many sports activities occur in locations without restroom facilities for handwashing. Hand sanitizers with a minimum of 60% alcohol content should be used frequently. Providing a method to rinse hands before applying hand sanitizer is recommended for situations where participants may become dirty or dusty.
- Individuals participating in group sports should not share any food items or beverages. Water bottles may be labeled to avoid cross-contamination.
- Transportation to and from sports activities require attention to physical distancing. Carpooling with individuals from different households is not recommended. If buses are used, spread individuals out to the extent possible and increase the airflow with open windows.
- Oftentimes restroom facilities without running water, such as portable toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities.
- For contact tracing purposes, to the extent practicable, team leaders should maintain a record including contact information for athletes and coaches who have direct prolonged interaction.
  - Based on current knowledge, a close contact is someone who was within 6 feet of an

infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

- The [Aspen Institute “Project Play” Return to Play Risk Assessment Tool](#) is a helpful guide to consider the risk for particular sports activities. The guide includes recommendations for lowest, medium, and highest risk activities related to each sport. The guide currently includes sports such as bicycling, running, skateboarding, walking/hiking, yoga, baseball/softball, basketball, football, golf, lacrosse, soccer, swimming, and tennis, with other activities added as guidance is developed.

## Swimming pools and other aquatic activities

- Pools must continue to follow Governor’s current Executive Order regarding gathering size.
- There is an increased risk of transmission in an indoor pool. Therefore:
  - Indoor pools are recommended to be limited to single swimming lanes.
  - Free/open swim times are not recommended for indoor pools at this time.
- Keep swimming pools properly cleaned and disinfected. Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.
- Swimming pool directors must plan for cleaning and disinfection of items that are typically shared between individuals.
- Face coverings should not be worn in the pool.
- Physical distancing must be maintained to the extent possible in the pool, on the pool deck, in diving board areas, and in seating areas.
- Common touch surfaces such as hand rails, ladders, and diving platforms should be cleaned and disinfected frequently.
- Use of hot tubs, spas, water playgrounds, or water parks is not recommended at this time. While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in hot tubs, spas, water playgrounds, and water parks, you should not use these facilities within local, state, or national parks at this time because:
  - They are often crowded and could easily exceed recommended guidance for gatherings.
  - It can be challenging to keep surfaces clean and disinfected.
  - The virus can spread when people touch surfaces and then touch their unwashed hands to their eyes, nose, or mouth.
- Swimming in the ocean, lakes, and ponds is allowed. Physical distancing must be maintained on any beach areas.

## High Risk Populations

- Vulnerable or high-risk populations require special consideration for sporting activities.
- Parents should work with their primary care provider to determine if sports activities are a reasonably safe option for their child.
- The following populations are at higher risk. Higher risk should be considered in regard to participation in sporting activities as a player or a coach (and in some settings, as a spectator):
  - People 65 or older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Insurance settlement agreement

---

Fire Chief Dan MacKenzie was recently contacted by the insurance company of the driver of the SUV involved in the fiery crash with the tanker truck in Belgrade in January 2019. Unexpectedly, the insurance company sent Chief MacKenzie an insurance settlement agreement for \$11,500. That exceeds the amount previously collected from the tanker's insurer. These funds are meant to partially reimburse the Town for the cost of the Fire Department's emergency response to that incident.

The Town's attorney has reviewed this document and offered changes to which the insurance company is agreeable. We recommend the Board authorize the Town Manager to execute the agreement.

On July 14, voters will consider a proposed ordinance that will allow the Fire Department to recover the costs of responding to incidents involving people and/or entities who do not pay property taxes in Belgrade. The intent is to use those reimbursements to help fund payroll costs in the subsequent fiscal year. This would seem an appropriate approach in this instance, as well. In the alternative, the Board could designate the funds to either the Fire Department's equipment or building capital reserve.



## SETTLEMENT AGREEMENT AND RELEASE

WHEREAS, on January 2, 2019, an accident (“Accident”) occurred in the Town of Belgrade, Maine (“Town”) involving Robert Engdahl, Nouria Energy Corporation, J&S Oil Co., Inc., Progressive Insurance Company, and Federated Insurance Company; and

WHEREAS, the parties desire to settle and resolve issues of liability without need for litigation,

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual covenants, agreements, provisions, releases, representations and warranties set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, do hereby covenant and agree to this Settlement Agreement and Release (“Agreement”) as follows:

### 1.0 Release and Consideration

1.1 Release. The Town of Belgrade and on behalf of its agents, personal representatives, executors, and insurers, including but not limited to North American Risk, for itself and on behalf of its insurers, agents, representatives, heirs, executors, administrators, personal representatives, successors, and assigns, hereby remises, releases, and forever discharges **ROBERT ENGDahl, NOURIA ENERGY CORPORATION, J&S OIL CO., INC., PROGRESSIVE INSURANCE COMPANY and FEDERATED INSURANCE COMPANY**, including any of their agents, representatives, heirs, executors, administrators, personal representatives, successors, assigns, owners, shareholders, directors, officers, employees, insurers, and attorneys and all of Releasees’ affiliated individuals, firms, partnerships, limited liability companies, associations, and corporations, whether they be parents or subsidiaries, (“Releasees”) of and from any and all claims, causes of action, controversies, and demands now existing or which may hereafter arise out of alleged injuries and damages, or any and all other potential theories of liability related to the Accident.

1.2 Consideration. As consideration for this Agreement, ROBERT ENGDahl, NOURIA ENERGY CORPORATION, J&S OIL CO., INC., PROGRESSIVE INSURANCE COMPANY and FEDERATED INSURANCE COMPANY promise to pay to the Town the aggregate sum of Eleven Thousand Five-Hundred Dollars (\$11,500.00).

1.3 Effective Date. For purposes of this Agreement, the Effective Date shall be the date on which the parties have each executed this Agreement. This Agreement, however, shall be of no force or effect unless or until the actions described in section 1.2 herein are completed.

### 2.0 Additional Provisions

2.1 No Further Promises. No additional promise or agreement has been made as consideration for this Agreement and that the signing hereof has not been induced by any

representations of any of the parties, or anyone on their behalf, concerning the nature, extent, or duration of the damages or claims sustained, or any other matters.

- 2.2 No Admission. Releasees deny liability and the settlement set forth in this Agreement is confidential and was made without admission of liability and was received in discharge, compromise, settlement, and satisfaction of disputed actions, claims, and demands. By entering into this Agreement the parties do not intend to make, nor shall they have been deemed to have made, any admission of any kind.
- 2.3 Entire Agreement. This Agreement contains the entire agreement between the parties and is intended to be a final expression of their agreement and the complete and exclusive statement of the agreement and understanding of the parties. Except as explicitly set forth herein or in the Agreement, there are no other terms, obligations, covenants, representations, settlements or conditions, oral or otherwise, of any kind whatsoever that are part of this Agreement.
- 2.4 No Third-Party Beneficiaries. Nothing in this Agreement is intended or shall be construed to give any person or entity, other than the undersigned parties, any legal or equitable right, remedy or claim under or in respect to this Agreement or any provisions contained herein and this Agreement is intended to be for the sole and exclusive benefit of the parties and no other persons or entities.
- 2.5 Authority to Sign Agreement. The signatories to this Agreement covenant and represent that they have full power and authority to execute the same and to thereby bind their respective parties to its terms.
- 2.6 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Maine without regard to its provisions concerning the conflicts of laws, choice of law, choice of forum, or principles that might otherwise refer construction or interpretation of this Agreement to the substantive law of another jurisdiction.
- 2.7 Enforcement of Agreement and Choice of Forum. The parties expressly understand that any action at law and/or in equity to enforce the provisions of this Agreement shall be brought only in the Courts of the State of Maine, and each party hereby consents to such jurisdiction over them and over such claims. If any party institutes suit or other proceedings in connection with, and/or to enforce or avoid the effect of, this Agreement against any other party, each party shall bear its own costs and expenses, including, but not limited to, reasonable fees and disbursements of counsel and other professionals (including costs and expenses incurred in connection with enforcing the terms of this sentence).
- 2.8 Execution. This Agreement may be executed in any number of counterparts. Each counterpart shall be deemed an original instrument and all such counterparts shall constitute one instrument.



- 2.9 Reading of Agreement. The parties have carefully read this Agreement and fully understand all provisions and contents thereof. The parties have both been advised by counsel as to the meaning of this Agreement and the legal implications thereof and execute the same freely and voluntarily.
- 2.10 Interpretation. The terms of this Agreement were agreed upon by the Parties after freely conducted negotiations and no part of this Agreement shall be construed against any other party as the drafting party.
- 2.11 Amendments. This Agreement may not be amended, modified, changed or supplemented except by agreement in writing signed by all parties.
- 2.12 Severability. In the event that any one or more of the provisions of this Agreement is/are determined by a court of competent jurisdiction to be unenforceable as written, none of the other provisions of this Agreement shall be affected thereby, and the particular provision or provisions shall be construed in a way so as to accomplish the intention of the parties to the greatest extent possible.
- 2.13 Headings. The paragraph headings used in this Agreement are for convenience of reference only, and do not in any way limit or amplify the terms and provisions hereof.
- 2.14 Representations. All representations and warranties of the parties to this Agreement have been and will be relied on by the other parties notwithstanding any investigation made by them.

[Signature Page Follows]

[Signature Page]

TOWN OF BELGRADE

Dated: \_\_\_\_\_

\_\_\_\_\_  
By its Town Manager

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Written Selectboard minutes

---

The Town's Communications Committee strongly advocates that Selectboard meeting minutes should be approved and provided in written form. I agree with the committee members. Like them, I believe written minutes offer greater transparency and better serve the public.

While recording meetings was a laudable idea, in practice it has not worked well. The recording system has proven incapable of yielding a clear audio file that is legible to anyone listening to it. Distinguishing speaker identity and their content, whether they are at the Board table or in the audience, is difficult at best and often impossible.

Of equal concern is the extraordinary onus the audio recordings place on citizens wishing to review a discussion. At times, they must scroll through three hours of audio to find, perhaps, a 10-minute discussion. That clouds our efforts to conduct public business transparently.

Lastly, I am concerned the mp4 recordings will, at some point, be obsolete. Consider that new laptops have no disc drive. Only a few years ago, discs were ubiquitous.

By contrast, written minutes are clear, concise and in a format that can always be preserved.

I am not suggesting we scrap recordings altogether. Rather, our recordings such serve as a supplement to the written minutes should someone have a desire or need for more detail. Further, if written minutes are backed by legible audio, together they yield irrefutable evidence should a dispute arise. They are also a helpful resource for the person crafting the written minutes.

Other boards have written minutes. I recommend the Selectboard transition to written minutes, approved at each meeting, effective immediately.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Investment account authorization

---

Before interim Treasurer Nicholas Poole can be involved in the management of the Town's investment accounts, Bar Harbor Trust Services requires that you pass a resolution authorizing him to do so. He would be added to a list that includes me and Deputy Treasurer Mary Vogel.

The resolution is attached.

## Resolution for Investment Management Account

The following individuals are authorized by the Board of Selectpersons to:

1. Receive statements from Bar Harbor Trust Service,
2. Make inquiries regarding the status of the accounts at Bar Harbor Trust Services,
3. Request the transfer or distribution of funds from accounts at Bar Harbor Trust Services, and
4. Open and/or close accounts at Bar Harbor Trust Services.

Signatures of authorized individuals:

1. Anthony Wilson \_\_\_\_\_
2. Mary J. Vogel \_\_\_\_\_
3. Nicholas Poole \_\_\_\_\_

Board of Selectpersons:

\_\_\_\_\_  
Michael Barrett, Chairperson

\_\_\_\_\_  
Ernst Merckens, V. Chair

\_\_\_\_\_  
Rick Damren

\_\_\_\_\_  
Melanie Jewell

\_\_\_\_\_  
Kathleen Wall

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**A / P Warrant**

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
			<b>Invoice Total-</b>	<b>3,095.50</b>	
0281	20088	06	RADIO ANTENNA INSTALL	INV20-000366	
RADIO ANTENNA INSTALL	E 05-05-40-04			213.58	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT		
			<b>Invoice Total-</b>	<b>213.58</b>	
			<b>Vendor Total-</b>	<b>3,944.63</b>	
<b>00125 ZOLL MEDICAL CORPORATION</b>					
0281	20089	06	ECG ELECTRODES	3057753	
ECG ELECTRODES	E 05-05-30-07			248.69	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS		
			<b>Invoice Total-</b>	<b>248.69</b>	
0281	20089	06	EMS SUPPLIES	3057751	
CPR ELECTRODE, THERMAL	E 05-05-30-07			143.84	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS		
			<b>Invoice Total-</b>	<b>143.84</b>	
			<b>Vendor Total-</b>	<b>392.53</b>	
			<b>Prepaid Total-</b>	<b>0.00</b>	
			<b>Current Total-</b>	<b>989,887.23</b>	
			<b>EFT Total-</b>	<b>0.00</b>	
			<b>Warrant Total-</b>	<b>989,887.23</b>	

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

MICHAEL BARRETT, SELECTPERSON, CHAIRPERSON \_\_\_\_\_  
 RICHARD W. DAMREN, JR., \_\_\_\_\_  
 MELANIE JEWELL, SELECTPERSON \_\_\_\_\_  
 ERNST MERCKENS, SELECTPERSON, V. CHAIR \_\_\_\_\_  
 KATHLEEN WALL, SELECTPERSON \_\_\_\_\_  
 M. ANTHONY WILSON, TOWN MANAGER \_\_\_\_\_

**A / P Warrant**

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00000 ANDROSCOGGIN BANK</b>						
0281	20062	06	JULY ROAD BOND PAYMENT			
JULY ROAD BOND INTEREST			E 29-01-42-01		19,970.44	0.00
			DEBT SERVICE / DEBT SERVICE - INTEREST / GOB 2011			
JULY ROAD BOND PRINCIPAL			E 29-01-41-01		408,245.86	0.00
			DEBT SERVICE / DEBT SERVICE - PRINCIPAL / GOB 2011			
			<b>Vendor Total-</b>		<b>428,216.30</b>	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0281	20063	06	WELL CONTAMINATION ISSUE			
WELL CONTAMINATION ISSUE			E 01-10-15-02	3630231	1,395.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			<b>Invoice Total-</b>		<b>1,395.00</b>	
0281	20063	06	JONES LAND USE MATTER			
JONES LAND USE MATTER			E 01-10-15-02	3630230	85.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			<b>Invoice Total-</b>		<b>85.50</b>	
			<b>Vendor Total-</b>		<b>1,480.50</b>	
<b>00386 BOUNDTREE MEDICAL</b>						
0281	20064	06	EMS SUPPLIES			
EMS SUPPLIES			E 05-05-30-07	83635640	564.43	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>564.43</b>	
0281	20064	06	CURAPLEX HOT PACK			
CURAPLEX HOT PACK			E 05-05-30-07	83635641	25.50	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>25.50</b>	
0281	20064	06	RESPIRATOR, SANITZER			
RESPIRATOR, SANITZER			E 05-05-30-07	83634189 COVID	100.30	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>100.30</b>	
			<b>Vendor Total-</b>		<b>690.23</b>	
<b>00092 CENTRAL MAINE MOTORS</b>						
0281	20065	06	FIRE TRUCK REPAIRS			
FIRE TRUCK REPAIRS			E 05-05-35-04	146271	343.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
			<b>Vendor Total-</b>		<b>343.90</b>	
<b>00020 CENTRAL MAINE POWER</b>						
0281	20067	06	18 DALTON ELECTRICITY			
18 DALTON ELECTRICITY			E 13-11-20-04	702000825665	15.72	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>15.72</b>	
0281	20067	06	DEPOT FD ELECTRICITY			
DEPOT FD ELECTRICITY			E 13-07-20-04	707000809731	42.76	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>42.76</b>	
0281	20067	06	PINE GROVE ELECTRICITY			
PINE GROVE ELECTRICITY			E 12-01-20-04	707000809732	16.94	0.00
			CEMETERY / CEMETERY - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>16.94</b>	
0281	20067	06	TRANSFER STATION ELECTRIC			
TRANSFER STATION ELECTRIC			E 13-09-20-04	701000917706	367.17	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>367.17</b>	



**A / P Warrant**

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0281	20067	06	GARAGE ELECTRICITY		710000800348	
GARAGE ELECTRICITY			E 13-04-20-04		44.92	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		44.92	
0281	20067	06	SALT&SAND ELECTRIC		712000794775	
SALT&SAND ELECTRIC			E 13-05-20-04		17.35	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			Invoice Total-		17.35	
0281	20067	06	TOWN OFFICE ELECTRICITY		714000785228	
TOWN OFFICE ELECTRICITY			E 13-14-20-04		257.73	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			Invoice Total-		257.73	
0281	20067	06	10 DALTON ELECTRICITY		704000817738	
10 DALTON ELECTRICITY			E 13-11-20-04		103.95	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		103.95	
0281	20067	06	NB:FD ELECTRICITY		715000772974	
NB:FD ELECTRICITY			E 13-08-20-04		27.75	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		27.75	
0281	20067	06	CFAS ELECTRICITY		704000818492	
CFAS ELECTRICITY			E 13-02-20-04		219.43	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		219.43	
0281	20067	06	8 DALTON ELECTRICITY		720000745549	
8 DALTON ELECTRICITY			E 13-11-20-04		44.23	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		44.23	
0281	20067	06	CFAS OUTBUILDING		706000813912	
CFAS OUTBUILDING			E 13-02-20-04		15.72	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		15.72	
0281	20067	06	NBCC ELECTRICITY		715000772975	
NBCC ELECTRICITY			E 13-03-20-04		94.12	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		94.12	
0281	20067	06	BELGRADE DAM ELECTRICIT		720000743376	
BELGRADE DAM ELECTRICIT			E 34-01-99-99		20.18	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		20.18	
0281	20067	06	WINGS MILLS ELECTRICITY		708000803944	
WINGS MILLS ELECTRICITY			E 34-01-99-99		16.53	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		16.53	
0281	20067	06	LAKES FD ELECTRICITY		715000775386	
LAKES FD ELECTRICITY			E 13-06-20-04		117.91	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		117.91	
			Vendor Total-		1,422.41	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0281	20068	06	HYDRO TESTING LABOR		187144	
HYDRO TESTING LABOR			E 05-05-15-10		225.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / FLOW TESTING			
			Vendor Total-		225.00	

**A / P Warrant**

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance	
Description			Account	Proj			
<b>00509 FIREPENNY</b>							
0281	20069	06	GAS CAN MOUNT/GEAR BAG	24209			
GAS CAN MOUNT/GEAR BAG			E 05-05-40-04		170.68	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT				
			<b>Vendor Total-</b>			<b>170.68</b>	
<b>00008 FULLER, GARY R.</b>							
0281	20070	06	MILEAGE REIMBURSE 110	5/11-5/15/2020			
MILEAGE REIMBURSE 110			E 01-20-20-02		48.40	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
			<b>Invoice Total-</b>			<b>48.40</b>	
0281	20070	06	MILEAGE REIMBURSE 99	5/19-5/22/2020			
MILEAGE REIMBURSE 99			E 01-20-20-02		43.56	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
			<b>Invoice Total-</b>			<b>43.56</b>	
			<b>Vendor Total-</b>			<b>91.96</b>	
<b>00288 GALE/CENGAGE LEARNING</b>							
0281	20071	06	BOOKS AND PERIODICALS	69171547 JAN			
BOOKS AND PERIODICALS			E 30-01-30-09		25.34	0.00	
			LIBRARY / LIBRARY - SUPPLIES / BOOKS				
			<b>Vendor Total-</b>			<b>25.34</b>	
<b>00434 GROUP DYNAMIC, INC.</b>							
0281	20072	06	MONTHLY HRA JUNE	L2006-016000064			
MONTHLY HRA JUNE			E 23-10-99-99		32.00	0.00	
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE				
			<b>Vendor Total-</b>			<b>32.00</b>	
<b>00009 HAMMOND LUMBER COMPANY</b>							
0281	20073	06	GLAZING POINTS OFFICE	3156394			
GLAZING POINTS OFFICE			E 13-14-30-04		3.98	0.00	
			FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING				
			<b>Vendor Total-</b>			<b>3.98</b>	
<b>00077 HARRIS COMPUTER SYSTEMS</b>							
0281	20074	06	TRIO SQL UPGRADE	XT00163090			
TRIO SQL UPGRADE			E 01-10-46-02		2,649.95	0.00	
			GEN'L GOV. / ADMIN - LICENSES / HARRIS				
			<b>Vendor Total-</b>			<b>2,649.95</b>	
<b>00491 JORDAN LUMBER CO</b>							
0281	20075	06	FIRE HOSE EQUIPMENT	195527			
FORESTRY			E 05-05-40-04		460.20	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT				
			<b>Vendor Total-</b>			<b>460.20</b>	
<b>00550 KYOCERA</b>							
0281	20076	06	CONTRACT INVOICE	55L1967534			
CONTRACT INVOICE			E 01-10-20-14		139.68	0.00	
			GEN'L GOV. / ADMIN - SERVICES / COPIER				
			<b>Vendor Total-</b>			<b>139.68</b>	
<b>00702 LADY LANDSCAPE</b>							
0281	20077	06	FLOWER FLAG POLE	5/19/2020			
FLOWER FLAG POLE			E 13-10-30-04		193.30	0.00	
			FACILITIES / PARKS - SUPPLIES / OPERATING				
			<b>Vendor Total-</b>			<b>193.30</b>	
<b>00406 LONGFELLOW'S GREENHOUSES</b>							

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0281	20078	06	CEMETERY FLOWERS	129343		
CEMETERY FLOWERS	E 12-01-99-01				1,427.82	0.00
	CEMETERY / CEMETERY - EXPENSE / FLOWERS					
			<b>Vendor Total-</b>		<b>1,427.82</b>	
<b>00001 MAINE MUNICIPAL</b>						
0281	20079	06	BENEFITS	JUNE 2020		
DENTAL INSURANCE	G 1-226-00				502.52	0.00
	GEN'L FUND / DENTAL INS					
LIFE INSURANCE	G 1-229-00				23.40	0.00
	GEN'L FUND / LIFE INS					
VISION INSURANCE	G 1-231-00				58.93	0.00
	GEN'L FUND / VISION INS					
HEALTH INSURANCE:ADMIN	E 01-10-10-13				2,522.40	0.00
	GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS					
HEALTH INSURANCE:FACILITY	E 13-01-10-13				1,681.60	0.00
	FACILITIES / GENERAL - PERSONNEL / BENEFITS					
HEALTH INSURANCE	G 1-225-00				276.18	0.00
	GEN'L FUND / HEALTH INS.					
HEALTH INSURANCE:REC	E 25-30-10-13				840.80	0.00
	RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS					
HEALTH INSURANCE:FD	E 05-05-10-13				840.80	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS					
HEALTH INSURANCE:MANAGER	E 01-15-10-13				1,886.05	0.00
	GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS					
HEALTH INSURANCE:LIBRARY	E 30-01-10-13				840.80	0.00
	LIBRARY / LIBRARY - PERSONNEL / BENEFITS					
			<b>Vendor Total-</b>		<b>9,473.48</b>	
<b>00002 MAINE MUNICIPAL ASSOCIATION</b>						
0281	20080	06	2019 MMA CONVENTION FEE	1000275514		
2019 MMA CONVENTION FEE	E 01-10-13-01				90.00	0.00
	GEN'L GOV. / ADMIN - EDUCATION / EDUCATION					
			<b>Vendor Total-</b>		<b>90.00</b>	
<b>00015 MAINE PAPER &amp; JANITORIAL PRODUCTS</b>						
0281	20081	06	FACE MASK FRIEGHT FEE	274841 FRIEGHT		
FACE MASK FRIEGHT FEE	E 01-15-30-03				8.40	0.00
	GEN'L GOV. / MANAGER - SUPPLIES / OFFICE					
			<b>Vendor Total-</b>		<b>8.40</b>	
<b>00256 MODERN PEST SERVICES</b>						
0281	20082	06	NBCC PEST CONTROL	4234202		
NBCC PEST CONTROL	E 13-03-20-12				54.00	0.00
	FACILITIES / NBCC - SERVICES / PEST CONTROL					
			<b>Invoice Total-</b>		<b>54.00</b>	
0281	20082	06	CFAS PEST CONTROL	4234203		
CFAS PEST CONTROL	E 13-02-20-12				68.00	0.00
	FACILITIES / CFAS - SERVICES / PEST CONTROL					
			<b>Invoice Total-</b>		<b>68.00</b>	
			<b>Vendor Total-</b>		<b>122.00</b>	
<b>00003 REGISTRY OF DEEDS</b>						
0281	20083	06	2 LIEN DISCHARGES	2438,1459		
2 LIEN DISCHARGES	E 01-10-47-01				38.00	0.00
	GEN'L GOV. / ADMIN - FEES / DISCHARGE					
			<b>Vendor Total-</b>		<b>38.00</b>	
<b>00034 RSU # 18</b>						
0281	20084	06	INSTALLMENT- JUNE 2020	JUNE 2020		

**A / P Warrant**

Warrant 73

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
RSU # 18	INSTALLMENT		E 31-01-99-99		530,889.81	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>530,889.81</b>	
<b>00048 TREASURER, STATE OF MAINE</b>						
0281	20085	06	PLUMBING PERMITS		3855,3856,3857	
			G 1-211-00		147.50	0.00
			GEN'L FUND / PLUMB. PERM.			
			WATER QUALITY SURCHARGE		15.00	0.00
			GEN'L FUND / WATER QUALIT			
			<b>Vendor Total-</b>		<b>162.50</b>	
<b>00156 TREASURER, STATE OF MAINE</b>						
0281	20086	06	PSAP 4/1-6/30/2020		200506DSP02	
			E 05-10-99-99		6,988.25	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>6,988.25</b>	
<b>00369 WB MASON CO, INC</b>						
0281	20087	06	HAND SANITIZER		210210785 COVID	
			E 15-05-30-04		35.97	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>35.97</b>	
0281	20087	06	MOUSE, PENS, CABLE		210250668	
			E 01-10-30-03		71.95	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>71.95</b>	
0281	20087	06	5 GAL WATER TRANSFER		210286768	
			E 15-05-30-04		30.48	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>30.48</b>	
0281	20087	06	WIRELESS MOUSE MARY		210357213	
			E 01-10-30-04		29.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>29.99</b>	
0281	20087	06	ORANGE CARDSTOCK		210384311	
			E 01-10-30-03		35.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>35.99</b>	
			<b>Vendor Total-</b>		<b>204.38</b>	
<b>00421 YANKEE COMMUNICATIONS</b>						
0281	20088	06	LEATHER CASE		INV20-000275	
			E 05-05-40-04		49.95	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>49.95</b>	
0281	20088	06	RADIO EQUIPMENT		INV20-000455	
			E 05-05-40-04		396.80	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>396.80</b>	
0281	20088	06	PAGER BATTERY		INV20-000459	
			E 05-05-30-04		188.80	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>188.80</b>	
0281	20088	06	PORTABLE RADIO		INV20-00308	
			E 05-05-40-04		3,095.50	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 2, 2020  
Re: Town Manager's report

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Have you noticed the **gorgeous flowers** that have sprung up in the planters of our entry signs into the community and at the Center for All Seasons? I learned last week that local do-gooder **Rhonda Adlam** is responsible for sprucing up those spots. Thank her when you see her next. The flowers are an inviting touch to what is already the most gorgeous place on the planet.

The governor last week issued an executive order allowing Towns to set **vehicle registration deadlines** for past-due registrations earlier than 30 days after her emergency order expires. This impacts municipalities with July 1 fiscal years more than it does us. We are happy to allow residents to pay their past-due registrations up through July 11 (assuming the order is not extended beyond June 11).

We received great feedback after our online reading of the **veterans honor roll** on Memorial Day. People seemed appreciative of our efforts to do that, and I was pleased that we had a diverse set of people agreeable to reading the names. Streaming live to Facebook went smoothly ... so much so that I'd like to continue doing that with our other Zoom gatherings. We've also posted the video of that event on our website and our YouTube page.