Board of Selectmen Teleconference Meeting Notice, March 25, 2020

The Board of Selectmen will hold a Meeting by Teleconference\(^1\) on Wednesday, March 25, 2020 at 6:00 PM

I. Call Public Meeting to Order

II. Message from the Chair

   Teleconferencing Protocols

III. Roll Call

   Roll call for the Board
   Introduce meeting members

IV. Public Comments for items not on the agenda

V. Town Reports

   Town Administrator
   Town Treasurer

VI. Regular Business

   21-021 Public remote participation in public proceedings

   To consider how the public will participate in public meetings under MRSA §403-A, Part-G. 1c.

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\(^1\) For remote participation instructions please see the Board of Selectmen’s web page on the Town site (top of page).
watercraft online, regardless of whether the municipality in which that resident resides participates in the online registration service maintained by the bureau or department, for the duration of the state of emergency and 30 days following the termination of the state of emergency.

PART G

Sec. G-1. 1 MRSA §403-A is enacted to read:

§403-A. Public proceedings through remote access during declaration of state of emergency due to COVID-19

1. Remote access. Notwithstanding any provision of law or municipal charter provision or ordinance to the contrary, during a state of emergency declared by the Governor in accordance with Title 37-B, section 742 due to the outbreak of COVID-19, a body subject to this subchapter may conduct a public proceeding through telephonic, video, electronic or other similar means of remote participation under the following conditions:
   A. Notice of the public proceeding has been given in accordance with section 406, and the notice includes the method by which the public may attend in accordance with paragraph C;
   B. Each member of the body who is participating in the public proceeding is able to hear and speak to all the other members during the public proceeding and members of the public attending the public proceeding in the location identified in the notice given pursuant to paragraph A are able to hear all members participating at other locations;
   C. The body determines that participation by the public is through telephonic, video, electronic or other similar means of remote participation; and
   D. All votes taken during the public proceeding are taken by roll call vote.

2. Application to legislative proceedings. This section does not apply to public proceedings of the Legislature, a legislative committee or the Legislative Council, except that while the state of emergency as set out in subsection 1 is in effect, the Legislature, a legislative committee or the Legislative Council may restrict attendance by the public to remote access by telephonic, video, electronic or other similar means. This section also does not apply to town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings pursuant to Title 20-A, section 1483.

3. Repeal. This section is repealed 30 days after the termination of the state of emergency as set out in subsection 1.

PART H

Sec. H-1. 37-B MRSA §742, sub-§1, ¶C, as amended by PL 2011, c. 626, §2, is further amended to read:
Agenda Item 21-023(1): Statement from the Selectmen to address the island’s needs during the Global Pandemic

**Rationale:** The statement shows a commitment from the Selectmen to use the Town’s resources to collaborate with and assist Community Partners, who are working within the community to support residents during the Global Pandemic and puts in place policies and procedures to streamline the process.

In response to the global COVID-19 pandemic, the Town of Chebeague is putting in place these roles and procedures to draw on the full range of the island’s community resources to:

- Communicate clear, up-to-date information with everyone;
- Coordinate the way we protect and care for each other based on the most recent state and federal guidelines;
- Establish relationships and clarify roles, identifying where each of us can turn for help and support during the pandemic.

Your Town’s Selectmen stand ready to respond quickly to the needs of our community, acting together with our Fire/Rescue, CTC Transport, our nonprofit support services and our island businesses.

Each one of us has a role to play to protect ourselves, our families and our community.
21-022 To hear reports from the Town and other Island Entities regarding COVID-19

Town Office and other Departments  
Fire/Rescue  
Chebeague Transportation  
Rec Center  
Methodist Church  
Island Commons  
Chebeague Community Center (hall, library, Council)

21-023 To consider further actions regarding the Town’s COVID-19 Response

1. To adopt a statement from the Selectmen to address the island’s needs during the Global Pandemic  
2. To establish an advisory committee (Town of Chebeague Island Emergency Community Response Team) to assist the Town during the Global Pandemic  
3. To appoint members to the Community Emergency Response Team  
4. To authorize the Community Emergency Response Team to create and keep current a Town Online Coronavirus Update  
5. To adopt a Global Pandemic Communication Policy  
6. To take any other actions

21-024 Proposed Community Center Sound System

To hear a report from Selectman Damon and consider purchasing additional equipment that would benefit the Town’s use of the building.

21-025 To Consider Liquor License approval for:

The Chebeague Island Inn

21-026 Next Meeting

To set a date for the next Board of Selectmen meeting

VII. To approve minutes

Selectman’s first Virtual Meeting 3/21/2020

VIII. Adjourn Meeting
Agenda Item 21-023-(2): To establish the Town of Chebeague Island Emergency Community Response Team

In response to the global COVID-19 pandemic, the Town of Chebeague Board of Selectmen (BOS) is putting in place these roles and procedures to draw on the full range of the island’s community resources to:

- Communicate clear, up-to-date information with everyone;
- Coordinate the way we protect and care for each other based on the most recent state and federal guidelines;
- Establish relationships and clarify roles, identifying where each of us can turn for help and support during the pandemic.

Each one of us has a role to play to protect ourselves, our families and our community.

Structure: (Each position below will have a substitute of record on call if needed)
1. Co chairs: 1 from Community; 1 from the BOS
2. Assistant to the Chairs: 1 Community Member
3. 3 functions: Municipal, Transportation, Communications and Outreach
4. Membership: Municipal -1 BOS; 2 EMS; 1 TA
5. Membership: Transportation -1 CTC GM; 1 CTC Board
6. Membership: Communications and Outreach – 1 Chebeague.org; 1 Community Member
7. Membership: Non-profits – 1 from each non-profit that choses to join the effort
8. Membership: At large – the first 3 community members who apply by email to: ????? and currently reside on Chebeague, have the equipment and expertise to participate remotely

Responsibility: To work together to determine the best ways to protect the health and welfare of the Chebeague community during the pandemic by developing and implementing policies, procedures, and plans relating to public safety, transportation, communication, social isolation, and basic needs.

Authority:
The committee is advisory of the BOS. Requests for funding the committee’s activities will be made to the BOS. The committee and subcommittees will keep written records, which must be shared with the BOS and other members of the Team.

- A quorum is one of the co-chairs and at least two other members.
- Upon a majority vote of the quorum, the Committee may initiate communications directly to the residents of Chebeague. All votes will be recorded participant designated by the chair and submitted to the BOS as minutes of the meeting.
- The Town staff will be responsible for all mailings and postings requested by the Committee.
- The Committee members will work collaboratively with and assist each other for the betterment of the community.
- The Committee may reach out to State and Federal Agencies, other non-profits, and individuals for assistance.
- Any external agreements for services must be made in writing and approved by the BOS.
- The Committee may solicit donations of cash, food, or supplies if needed and will keep a written record of those contributions.
- The Committee may create subcommittees at its discretion and staff them with volunteers of their choice. The subcommittees will keep written records and share them with Committee.
Meetings:

The co chairs will meet virtually on March 26th, 2020 for the purpose of setting a first agenda, determining a date and time for the first meeting and notifying the members of the committee. They will ask the Town staff to post the date, time and method of the first meeting, which will be held no later than Friday, March 27th. All subsequent meetings of the Committee will be noticed in a similar manner.

Duties:

The Committee is charged to consider and plan for possibilities as well as address immediate needs.
Agenda Item 21-023(3)

Nominations for Committee Members:

Co Chairs:            Melissa Yosua-Davis; David Hill
Assistant to the Chairs:  Mary Holt
Municipal: BOS      Donna Damon
Municipal: EMS      Ralph Munroe, 1 to be appointed by EMS
Municipal: TA       Marjorie Stratton
Transportation: GM   Carol Sabasteanski
Transportation: CTC Board 1 to be appointed by CTC
Communications and Outreach: Beverly Johnson, Leila Bisharat
Nonprofits: TBT (committee will contact each nonprofit to invite participation)
At Large: First 3 who apply by emailing David Hill?
Agenda Item 21-023(4): To create a Communication Update and posting plan for emergency updates during the Global Pandemic.

Rationale: The purpose of this agenda item is to provide accurate and timely information to the public and in the same format throughout the next few months. (Notices may continue to be posted by individuals and groups on Chebeague.org as they are now.) The Communication Update would provide a forum for the Community Emergency Response Team to compile and provide accurate information to the Community in a timely manner.

The following is meant to be an example of a possible format and the potential topics of a Communication Update. The Response Team will determine the content and final format that will be used during the Emergency.

(Sample Template) Town of Chebeague Island Coronavirus Update 1
March 26, 2020

“We need to take this seriously. Everyone should act as if you have the virus and stay at home.”
US Surgeon General March 23, 2020

(Message from the Selectmen)

Virtual Meetings
For the duration of the current voluntary shelter-in-place restrictions, the Town will be conducting public meetings via Zoom, an online or telephone based meeting platform. It will enable the Town to continue to conduct business while providing the public the ability to view the proceedings and participate as appropriate. Please look at the Town’s website, www.townofchebeagueisland.org and follow the directions under “News and Announcements,” “How to Access a Zoom Meeting.” As always, meetings will be announced on the “Meeting and Events Calendar.”

Selectmen’s meeting was held today and you can find the audio click here. Click here for the agenda. Reminder that the link to the Selectmen’s meeting audios are above right on this site.

Committee Formed
On March 26 the Selectmen created and staffed an Community Emergency Response Team described as follows:

In response to the global COVID-19 pandemic, the Town of Chebeague is putting in place these roles and procedures to draw on the full range of the island’s community resources to:

- Communicate clear, up-to-date information with everyone;
- Coordinate the way we protect and care for each other based on the most recent state and federal guidelines;
- Establish relationships and clarify roles, identifying where each of us can turn for help and support during the pandemic.

Your Town’s Selectmen stand ready to respond quickly to the needs of our community, acting together with our Fire/Rescue, CTC Transport, our nonprofit support services and our island businesses.

Each one of us has a role to play to protect ourselves, our families and our community.

The Response Team will be updating this page on a regular basis and will provide contact information soon.
(EMS Posting)

Purpose is to provide up to date information regarding access to the rescue and medical support. Information will be posted soon.

(sample from Long Island)
Per the Maine CDC, COVID-19 has reached the community spread level in Cumberland County. LIF&R wants to provide an overview of symptoms and procedures for how it would handle a potential COVID-19 EMS call. The virus is clinically defined as having any combination of fever, dry cough, and shortness of breath.

You should first call your primary care provider (PCP) if you begin to have any combinations of these symptoms before you call 911. Your PCP will recommend that you stay home, self-monitor and self-isolate if your symptoms do not require emergency care. This puts the fewest people at risk of contracting the illness. If you do not have a PCP, call 211 and they will place you in contact with a healthcare professional to assist you.

It is imperative that you honestly answer the 911 dispatchers’ questions regarding fevers, cough, shortness of breath and any questions on travel history. This will give the responders the most information possible to help protect themselves from potentially contracting COVID-19 and keeping our limited number of responders ready to respond to any emergency that may arise.

LIF&R thanks you for your understanding and assistance during this pandemic event.

(Transportation Updates from CTC/CBL)

The purpose is to be able to find all you need to know about transportation changes in one place such as ferry schedule changes, parking changes etc. It will be updated as circumstances change.

March 19, 2020 - NOTICE: Notice to CTC Customers and the Chebeague Community Because the welfare of our crew members is essential to the welfare of the Chebeague community, CTC is taking additional steps to protect them (and all of us) from exposure to the COVID-19 virus.

----- Effective Saturday, March 21, CTC is cancelling evening boat trips Monday through Saturday. The last boat each day will depart Chebeague at 6:15 p.m., returning from Cousins at 6:30 p.m. On Sundays, the last boat will depart Chebeague at 4:45 p.m. returning from Cousins at 5:00 p.m. This new schedule will remain in effect until further notice.

----- With this temporary, shortened schedule we will be able to reduce the number of employees working and their potential for exposure. Without a healthy crew, CTC cannot serve this island. The safety of everyone is our highest priority. PLEASE CLICK HERE TO SEE THE WHOLE MESSAGE

(Communications Update)

Purpose of this section is to provide a space to share information and keep the community updated as conditions change. Possible messages could include:

(Food Pantry)

(Ideas for Social Interaction)

(Other)
(Island Voices)

Message from Jon Rich: "Dear Valued Customers and Friends,
-- I have been getting many early requests to activate water systems. I’d like to share my concerns in light of what we understand of COVID 19 and the challenges Chebeague faces. The island community is on alert with spring time coming, knowing the influx of those who’ll be returning from across the bay and from other parts of the country and world.
--- Based upon information available today from our leaders in government and science regarding this virus, how it spreads and how to best cope with it, I ask that you consider the recommendation of social distancing and self isolation. This is especially important to us on island, given our aging population and limited vital support systems. It is crucial we stay healthy to support those who are most vulnerable. In light of its currently known characteristics, I respectfully ask all to consider weathering the storm at your current location at least for the next couple weeks to help reduce the risk of spreading the virus. We all depend on each other to be well. If it is imperative you have your cottage water activated please contact me."

Rumor Control by FEMA
With so much information swirling around about COVID-19, here's a useful rumor checker from FEMA. It includes the latest factual reports on lockdown measures and the stability of the food supply chain. Right now it's pretty lean, but we expect a lot more activity in the rumor mill over the next few weeks and this site is a helpful place to check facts vs. myths. [https://www.fema.gov/coronavirus-rumor-control](https://www.fema.gov/coronavirus-rumor-control)

Joint Statement from Martha's Vineyard Hospital and Nantucket Cottage Hospital
Martha's Vineyard Hospital and Nantucket Cottage Hospital are urging residents and visitor of the islands to consider the limitations of our critical access hospitals during this unprecedented time of pandemic. For your safety and to save lives, we strongly advise you to STAY AT HOME. The perception that the Islands are a safe haven are not realistic given the limited number of personnel, critical supplies and beds. Our system will not be able to handle the large number of infected patients from rapid community spread which is expected. For your safety and to ensure the safety of our medical personnel on the front line we need you to do the following:
• We are asking you to stay at home
• For those Island residents, only travel for the absolute necessities, such as food or prescriptions
• If you come to the Island – you will only strain our limited resources, putting your life and others at risk
• If you have a summer home here – we are asking you to stay at your home residence
• We have limited bed capacity 25 at MVH and 14 at NCH – and that is already strained
• We have limited medical resources here on the Island and they are dwindling rapidly
• We will not have enough staff to care for you or your loved ones
• Our hospitals are virtually locked down to prevent the flow of people through the facility
• We must act now – to prevent
any further spread

Denise Schepici, MPH, President & CEO, Martha's Vineyard Hospital
Gary Shaw, FACHE, President & CEO, Nantucket Cottage Hospital

(Other categories can be added)
21-023 (5) Town of Chebeague Global Pandemic Communication Policy

Rationale: To create a structure to define the Town’s decision-making and communication process during the Global Pandemic to ensure that:

- Needs of the community will be addressed in a timely and effective manner
- Agreements and requests between the Town and its partners regarding the Global Pandemic are made in writing to provide clarity and essential details
- Agreements and requests regarding the Global Pandemic are approved by the Board of Selectmen
- Communication with the public is accurate and timely, requests are responded to, and decisions are made in a timely manner
- Community Partners have the appropriate resources
- Emergency Selectmen meetings are held whenever necessary in accordance with State law

Duration: This policy is in effect until the Board of Selectmen rescinds

Policy:

1. The Town Administrator will update the Board of Selectmen of requests for services relating to the Pandemic within 24 hours of receiving the request and will provide written weekly updates regarding the activities of the Community Emergency Response Team.

2. The Board of Selectmen will have final approval of any and all agreements -between the Town, its staff, and/or its agents- and any individual, organization, business, or other entity. Any request will be presented by Town staff, must be in writing, and will include a rationale, and details outlining any monetary or legal implications.

3. Requests from Community Partners or the Emergency Community Response Team will be submitted in writing to the Board of Selectmen who will meet within 48 hours (if at least 3 members of the BOS are available to meet) or as soon as three members of the Board are available to meet.