

**Board of Selectmen Teleconference Meeting Notice,
July 15, 2020**

**The Board of Selectmen will hold a Workshop by Teleconference on
Wednesday, July 15, 2020 at 6:00 PM**

On your computer: https://zoom.us/j/326962753	Password Required: 175989
On your land line phone: +1.929.205.6099 Meeting ID: 326962753	
On your cell phone: +1.929.205.6099 Meeting ID: 326962753#	

I. Call Public Meeting to Order

II. Roll Call

Roll call for the Board
Introduce meeting members

III. Acknowledge the Election of the Selectmen

IV. Election of Chair and Vice-Chair of the Board of Selectmen

V. Public Comments for items not on the agenda

VI. Town Reports

Town Administrator

COVID 19

VII. Regular Business

21-063 Annual Municipal Appointments

- A Selectmen to represent the Town with the Maine Island Coalition.
- Two Selectmen to represent the Town with the Yarmouth Joint Standing Committee.

21-064 Community Advisory Response Team

- To hear a report from CART.

21-065 Keep Maine Healthy Grant

- To consider and take action on the positions described in the Keep Maine Healthy Grant.
- To take any other action related to the Keep Maine Healthy Grant.

21-066 New Town Administrator

- To consider the hiring process for the new Town Administrator and approve an application process and an ad for this position.

VIII. Communications

IX. To Approve Minutes from July 01, 2020

X. Other Business

XI. Adjourn Meeting

Town of Chebeague Island

COVID Coordinator

Primary Job Title: COVID Coordinator
Department:
Employment type: Temporary part time
Pay type: hourly
Pay range and rate: \$16/hour
Expected work hours: 2-6 hours/day; 5 days/week
Benefits: Not eligible
Purchasing: As directed by the Town Manager

Nature of the Work

The COVID Coordinator coordinates with programs and committees related to educating and supporting the community during the pandemic. The CC will manage the COVID Ambassador program. This position will work closely with the Communications Coordinator and Town Administrator.

Job Responsibilities

The Position is responsible for the following:

- With Town Administrator, recruit and train the COVID Ambassadors
- Supervise and direct COVID Ambassadors, including the weekly scheduling
- Order, track and disperse supplies and equipment related to this grant
- Prepare financial records for monthly reimbursement from the State
- Work with CART to support new and ongoing initiatives as approved by the TA and/or BOS
- Other activities as may be suggested by the Town Administrator

Requirements of the Work

- Good communication skills with many different ages of people
- Able to work with the public in a positive manner
- Willing to take the lead on special projects and creative approaches to educating the public about the value of maintaining "Keep Maine Healthy" guidelines.
- Able to maintain financial records

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of this position. I also understand that this job description may be used during any review of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Town of Chebeague Island

COVID Ambassador

Primary Job Title: COVID Ambassador
Department:
Employment type: Temporary part time
Pay type: hourly
Pay range and rate: \$14/hr.
Expected work hours: 4-6 hours/day, 4 days/week
Benefits: Not eligible

Nature of the Work

The COVID Ambassador is the friendly face of educating the community about following the “Keep Maine Healthy” guidelines. The COVID Ambassador will interact with the public, being a positive role model and providing congenial reminders to follow the guidelines.

The goal of the COVID Ambassador program is to provide education and gentle reminders to the public to help keep the community safe. This position has no enforcement authority, but will report any issues to the COVID Coordinator and Town Administrator.

Job Responsibilities

The Position is responsible for the following:

- The COVID Ambassador will be present in places where the public gathers to model and encourage wearing a mask and social distancing.
- The COVID Ambassador will distribute approved educational materials and masks to the public
- Be present at the Stone Wharf , Chandler’s Wharf and Transfer Station to encourage the “Keep Maine Healthy” guidelines, giving gentle reminders about maintaining social distancing with ferry passengers and while managing the transfer of freight.
- Supervise the playground and Volunteer Field for open hours, create and maintain a sanitation protocol
- Work with various age groups and community partners as needed, with businesses or nonprofits, when requested. This may include Island Market, Food Pantry, Slow Bell, CRC
- Other duties as may be assigned by the COVID Coordinator or Town Administrator

Requirements of the Work

Good communication skills with many different ages of people

Able to work with the public in a positive manner

Willing to work on special projects and creative approaches to educating the public about the value of maintaining “Keep Maine Healthy” guidelines.

Desirable Skills

Must be familiar with social media formats

Necessary Special Requirements

Must possess a valid State Driver’s license

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of this position. I also understand that this job description may be used during any review of my employment.

Employee Name: _____

Employee Signature: _____ Date: _____

Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Request for Proposals

The Town of Chebeague Island is requesting proposals for COVID-19 communications services to assist the Town Administrator through October 2020 in developing, designing and distributing clear consistent messages to citizens and visitors that will help keep Chebeague Island safe during these summer and early fall months of the COVID-19 pandemic. Consulting communications professionals will be expected to work independently. developing, designing and proposing messages to be posted through effective distribution channels appropriate to Chebeague Island, working under the tight demands of the State of Maine's COVID-19 emergency response and the responsibilities of the Town Administrator as the emergency response coordinator for the Town of Chebeague. Messages being proposed must meet the standards of the Centers for Disease Control and the State of Maine's policy positions on COVID-19. The consultant is expected to attend Meetings of the Board of Selectmen, the Community Advisory Response Team for COVID-19 (CART) and to serve ex officio on the communications team of the CART.

Applicants must be able to perform all functions, except routine printing, using their company resources for producing materials for different types of social media, including the design and production of any film and website releases being proposed. Applicants must have a proven track record in social communication and social mobilization, ideally with some experience in public health. Experience working in an island context is required. The contractor will report directly to the Town Administrator. This contract is funded under a grant to the Town of Chebeague from *Keep Maine Healthy*.

Further information may be obtained by contacting:

Town of Chebeague Island
192 North Rd.
Chebeague Island, ME 04017
Attn: Marjorie Stratton, Town Administrator
Phone: (207) 846-3148

Proposals are due by July 22nd in the Chebeague Island Town Office at the above address; envelope clearly marked "COVID-19 Communications Consultant". Proposals will be reviewed by the Town Administrator and two members of the Board of Selectmen. The Town reserves the right to accept or reject any or all proposals or proportions thereof.