

# Town of Wayne Selectboard

**Members:** Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

## Special Meeting Agenda

**Date:** Tuesday, March 31, 2020

**Time:** 6:30 PM.

**Place:** "Remote Participation Only"

Join Zoom Meeting

<https://us04web.zoom.us/j/612486199?pwd=dEdnYm43YkcxWTAySmNieDlkRmFQU09>

Meeting ID: 612 486 199

Password: 021167

### Selectboard Members Present / Quorum.

#### Call Meeting to Order.

*We encourage everyone in attendance to read the Selectboard Bylaws.*

*Selectboard Meetings are working meetings between Board members and town staff.*

*All participants must be recognized by the Chairperson before speaking.*

#### Pledge of Allegiance.

#### Conflict of Interest.

#### Minutes.

**a. Consider approving the Selectboard meeting minutes for March 27, 2020.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for March 27, 2020.

#### Warrants.

**a. Consider approving Payroll Warrant #48.**

Manager Recommendation: Move the Board to approve Payroll Warrant #48 in the amount of \$ \_\_, \_\_. \_\_.

**b. Consider approving Payroll Warrant #49.**

Manager Recommendation: Move the Board to approve Payroll Warrant #49 in the amount of \$ \_\_, \_\_. \_\_.

**c. Consider approving Accounts Payable Warrant #50.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #50 in the amount of \$ \_\_, \_\_. \_\_.

#### New Business.

- Amendment to Local Emergency Order
- Notice of Postponement of Secret Ballot Election and/or Referendum Election Notice
- Guidance Document to Seasonal Residents
- Anticipated Revenue Shortfall

#### Selectboard Goals.

#### Supplements and Abatements.

#### Town Manager Report.

- Coronavirus Resources.

#### Board Member

#### Public Comments.

#### Adjourn.

The next regularly scheduled for **Tuesday April 7, 2020**, by Remote Participation Only.

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday March 17, 2020**

**Call Meeting to Order/ Selectmen Present**

Don Welsh determined quorum and called meeting to order at 6:30 PM with the following members present: Don Welsh, Amy Black, and Lloyd Irland. Others Present: Aaron Chrostowsky, Town Manager

**Meeting Minutes:**

The Board approved the Selectboard meeting minutes for March 3, 2020. (Black/ Irland) (3/0).

**Warrants:**

The Board approved Payroll Warrant #46 in the amount of \$7,274.59. (Black/ Irland). (3/0).

The Board approved Accounts Payable Warrant #47 in the amount of \$33,355.13. (Black/ Irland). (3/0).

**Old Business:** None.

**New Business:**

**Coronavirus Update:**

The Board adopted Emergency Order 2020-1: Pandemic. (Black/ Irland). (3/0).

**Paving Specifications:**

The Board authorized the Town Manager to send out paving specifications (Black/ Irland). (3/0).

**Financial Update:**

No discussion. Board members appreciated the update.

**Town Manager Review:**

Town Manager chose to discuss his review out of executive session. The Board agreed that the Town Manager is meeting expectations. As soon as possible, the board agreed to discuss the Town Managers proposed corrective action plan. The Board moved to extend the Town Manager's contract, 3-years, between 7/1/2020 to 6/30/2023 (Black/ Irland). (3/0).

**Selectboard Goals:** None.

**Supplements and Abatements:** None.

**Town Manager Report:** None.

**Board Member Reports:** None.

**Public Comments:** None.

**Motion to Adjourn** at 7:30 PM. (Black/Ireland) (3/0).

The next Special Select Board Meeting is scheduled for Tuesday, March 31, 2020 at 6:30 p.m. at the Remote Participation Only.

Recorded by:  
Aaron Chrostowsky, Town Manager

Select Board Members

\_\_\_\_\_  
Don Welsh

\_\_\_\_\_  
Trent Emery

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Stan Davis

\_\_\_\_\_  
Lloyd Irland

**Town of Wayne, Maine  
Special Select Board Meeting Minutes  
Tuesday March 27, 2020  
Remote Participation Only**

**Call Meeting to Order/ Selectmen Present**

Don Welsh determined quorum and called meeting to order at 4:06 PM with the following members present: Don Welsh, Trent Emery, Amy Black, Lloyd Irland, and Stan Davis  
Others Present: Aaron Chrostowsky, Town Manager

**Meeting Minutes:** None.

**Warrants:** None.

**New Business:**

**Consider purchasing emergency alert program from Code RED.**

The Board moved to authorize the Town Manager to sign one-year contract with Code RED. (Emery/Davis). Emery (Y); Black (Y); Irland (Y); Davis (Y); Welsh (Y). (5/0).

**Old Business:** None.

**Selectboard Goals:** None.

**Supplements and Abatements:** None.

**Town Manager Report:** None.

**Board Member Reports:**

Irland requested a revenue forecast.

Davis would like to send out a mailer to all our seasonal residents.

Welsh requested information about how best to circulate nomination papers without going door to door and getting signatures. MMA's guidance is nomination papers still need to get signatures. The Board may postpone town meeting.

**Public Comments:** None.

**Motion to Adjourn** at 4:48 PM. (Davis/Emery) (5/0)

The next Special Select Board Meeting is scheduled for Tuesday, March 31, 2020 at 6:30 p.m. at the Remote Participation Only.

Recorded by:

Aaron Chrostowsky, Town Manager

Select Board Members

\_\_\_\_\_  
Don Welsh

\_\_\_\_\_  
Trent Emery

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Stan Davis

\_\_\_\_\_  
Lloyd Irland

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Special Selectboard Meeting Minutes – March 27, 2020



## Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

### **Coronavirus in Maine: March 23-27, 2020**

Good afternoon. This is our second briefing, as the Maine Municipal Association each Friday provides weekly updates about the ongoing public health emergency.

We highlight the week's developments, primarily from the viewpoint of municipal government. We include municipally relevant summaries from the Maine Center for Disease Control & Prevention's daily briefings, at which MMA plays a communications role.

- An emerging trend in Maine has seasonal residents – people who own summer homes and camps in Maine, but generally live elsewhere – returning from more densely populated areas of the U.S., instead of waiting until May or June. This has caused concern among “locals” that seasonal residents could arrive sick and may overwhelm local medical practitioners and facilities.
  - Gov. Janet Mills and Dr. Nirav Shah of the Maine CDC have been clear in response: Maine can welcome them back. However, our seasonal friends and visitors must obey state and local emergency restrictions immediately upon arrival. If they are from high-risk areas – Metropolitan New York City, Long Island, Boston and New Jersey – they must self-quarantine for 14 days as soon as they open their Maine doors. Gov. Mills said signs were being erected on the Maine Turnpike telling seasonal returnees and visitors to self-quarantine.
  
- Sadly, Maine recorded its first coronavirus-related death on Friday, a man in his 80s in Cumberland County. Total confirmed/presumed cases statewide stands at 168, with 38 people hospitalized, and 24 released from isolation or hospitalization following recovery. For context, more than 3,400 people in Maine have been tested. Read the Maine CDC release here:
  - <https://www.maine.gov/dhhs/press-release.shtml?id=2293683>
  
- Including the City of Portland, a few Maine municipalities enacted emergency declarations with restrictions on citizens and businesses that go beyond Gov. Mills' statewide orders. This governor is OK with this, noting Maine is a diverse state where rural areas have much different population densities than Portland and other cities.
  - <https://memun.org/Articles/Article-View/ArticleId/13038/City-of-Portland-s-Stay-at-Home-Requirement#.Xn38zndFyUI>

- Another trend has local and state ferry services to Maine islands scaling back runs and operating hours for two reasons: 1. Passenger volume is way down, as one might expect with the “stay close to home” restrictions; 2. Officials are cleaning the ferries between runs with extra vigor. Transportation officials say emergency and necessity operations for island residents are not affected.
  
- The most common questions to MMA, from members to our Legal Services Department and from the media, continue to center on 2020 Town Meetings and remote participation in municipal meetings, which the Legislature and Governor has authorized during the public health emergency. Here are two MMA posts, first on remote meetings and second on town meetings:
  - [https://memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core\\_Download&EntryId=13657&language=en-US&PortalId=0&TabId=204](https://memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=13657&language=en-US&PortalId=0&TabId=204)
  
  - <https://memun.org/Articles/Article-View/ArticleId/13012/Updated-MMA-Legal-Guidance-on-Town-Meetings#.Xn4AE3dFyUk>
  
- Finally, in an announcement that will literally touch many consumers and retailers in Maine, the state Department of Environmental Protection announced it will delay enforcement of a statewide ban on single-use, plastic bags until Jan. 15, 2021.
  - <https://memun.org/Articles/Article-View/ArticleId/13033/Virus-Prompts-Plastic-Bag-Ban-Delay#.Xn4AtndFyUk>

*Eric Conrad, March 27, 2020*

## **Updated Guidance:**

### **The Coronavirus and Town Meetings & Elections [Updated 3/18/20 2:00]**

On March 17, 2020, the Maine Legislature enacted emergency legislation (LD 2167) addressing municipal elections, budgets, spending authority and disbursements. As a result, we have issued updated guidance on these issues:

#### **Can a secret ballot election be cancelled?**

Yes. Emergency legislation enacted by the Maine Legislature provides a temporary process to postpone and reschedule a secret ballot election and/or referendum election. Retroactive to March 1, 2020 and ending January 1, 2021, the municipal officers may postpone the date of a scheduled municipal secret ballot election and/or referendum when nomination papers have already been issued or filed or the referendum has already been scheduled.

- In order to cancel the election/referendum, the municipal officers must post notice in a conspicuous public location at least 2 days prior to the date of the election/referendum. The notice must be signed by a majority of the board and must either:
  - (1) state a specific date and time during which the polls will be open to complete the election; or
  - (2) state that the date of a rescheduled election will be determined by the board.

A sample public notice postponing the election/referendum is located at the end of this FAQ.

- If the notice postponing election/referendum does not state a new date for the rescheduled election, then in order to reschedule the election, the board will need to approve and post a new warrant pursuant to 30-A M.R.S. § 2523 at least 7 days prior to the date of the rescheduled election.
- If ballots have already been printed for the postponed election, the municipality may use those ballots for the rescheduled election even though they include the date of the original election.
- If absentee ballots relating to the postponed election/referendum have been issued and returned, the municipality must use the ballots printed for the originally scheduled election. The municipal clerk must safeguard and secure any absentee ballots already returned until the date of the rescheduled election and process them at that time as required by Title 21-A. During the interim period between the originally scheduled election and rescheduled election, the clerk may continue to issue and accept absentee ballots and applications and allow voting in the presence of the clerk pursuant to Title 21-A.

#### **Guidelines for postponing a secret ballot election:**

- If no warrant has been posted calling the secret ballot election, the board may vote not to post the warrant, and post the notice described above postponing the election.

- If the warrant has been posted less than 7 days, the board may vote to take the warrant down and post the notice described above postponing the election.
- If the warrant has been posted 7 or more days, and the board is rescheduling to a date certain, the board should leave the warrant up, but post the public notice described above postponing the election. If the board postpones without specifying a date, the board may wish to take the warrant down and post the public notice described above.

### **Can a traditional “open” town meeting be cancelled or postponed?**

If the warrant for the meeting has not been publicly posted for the requisite 7 days, it may, at the direction of the municipal officers (selectmen or councilors), be taken down wherever posted, thus calling off the meeting. If the warrant has been posted for 7 or more days, however, there remains no formal procedure under Maine law for cancelling the meeting. Although the meeting cannot be cancelled, as few as 2 voters and the clerk can open the meeting, elect and swear in a moderator, and then move to immediately adjourn the meeting without acting on any other business. If the majority of voters present agree, the meeting has effectively been cancelled.

*[Note: The afternoon of 3/18/20 Governor Mills issued an Executive Order prohibiting most gatherings of 10 or more persons. See: <https://www.maine.gov/governor/mills/news/governor-mills-takes-further-steps-respond-covid-19-protect-health-and-safety-maine-people>. The order does not expressly prohibit town meetings exceeding 10 persons, however, the health concerns underlying the directive are applicable to those meetings as well. Given these concerns municipal officers should take steps to avoid any gathering of 10 persons, including at an open town meeting. See guidance below.]*

### **Guidelines for postponing an open town meeting:**

- If no warrant has yet been posted, the board may delay posting the warrant until concerns regarding COVID-19 have passed.
- If the warrant has been posted for fewer than 7 days, the board may vote to take the warrant down, thus cancelling the meeting.
- If the warrant has been posted 7 or more days, the board may wish to cancel the meeting by notifying voters that it plans to postpone the meeting by having a few persons open the meeting and make a motion to adjourn. However, the Governor’s 3/18/20 prohibition on gatherings of 10+ persons likely provides authority to post a notice of cancellation without opening and adjourning the meeting, if officials have concerns as to the possibility of 10 or more voters attending.

### **What if the town has a bifurcated meeting (secret ballot election and open town meeting)?**

Each portion of the bifurcated meeting should be postponed or cancelled following guidance specific to each portion of the meeting – open portion and secret ballot election portion.

**If the municipal budget meeting is postponed, will the board have authority to spend funds?**

Yes. The emergency legislation enacted yesterday provides spending authority if the annual budget meeting is delayed due to COVID-19 health concerns. Specifically, if the annual municipal budget meeting is delayed beyond the date the annual budget is customarily submitted to the legislative body for approval due to public health concerns arising from the coronavirus (COVID-19), the prior year's approved budget is deemed the budget for the ensuing year until a final budget is approved.

The emergency legislation also allows for property taxes to be committed. If a final budget is not timely approved due to COVID-19 health concerns, and the municipal officers determine that property taxes must be committed in a timely manner to the collector, the municipal assessor or assessors may commit property taxes on the basis of the previous year's budget amounts.

**What about municipalities with a charter addressing secret ballot elections, referendums or spending authority?**

The authorities granted under the emergency legislation apply notwithstanding any law or municipal charter provision to the contrary. These provisions will address most issues for charter communities. However, consultation with legal counsel may be necessary.

**Must the municipal officers continue to have public meetings to approve disbursement warrants?**

No. The emergency legislation authorizes the municipal treasurer to disburse money on the authority of a warrant drawn for that purpose seen and signed individually by a majority of the municipal officers outside of a public meeting. This authority extends for the duration of the state of emergency declared by the Governor due to the outbreak of COVID-19 and for 30 days following the termination of that state of emergency.

**If municipal elections are postponed, do current officials remain in office?**

Elected officials generally "hold over" in office until their successors are elected and sworn. Therefore, if annual elections are postponed, the current elected officials will remain in office continue to have authority to act. The rules are different for appointed officials. If an appointed official's term expires, he/she does not hold over in office and would need to be re-appointed with new appointment papers.

**Can voters vote by absentee ballot at a traditional open town meeting?**

No, Maine law governs the conduct of town meetings, and the law does not authorize absentee ballots or absentee voting at traditional open town meetings. Only registered voters who are physically present at the meeting at the time a particular vote is called may vote on that item.

Absentee voting is permitted at any secret ballot election, where voters go the polls during polling hours and mark their ballots in the privacy of a voting booth.

**Can voters vote remotely or by proxy at a traditional “open” town meeting?**

No, Maine law does not authorize voting either remotely or by proxy (by authorizing a friend, relative or agent to cast their vote) at a traditional open town meeting. Again, only registered voters who are physically present at the meeting may vote. (But also again, absentee voting is permitted at a secret ballot election.)

**How can voters vote by absentee ballot at a secret ballot election?**

Registered voters may submit an application for an absentee ballot to the municipal clerk as early as three months before the election. Once absentee ballots become available 30 days before the election, the clerk must send an absentee ballot to every applicant. Absentee ballots may not be issued after the third business day before the election, however, unless the voter meets one of four statutory exceptions. A voter may also, without submitting an application, vote by absentee ballot in the presence of the clerk. MMA’s *Town Meetings & Elections Manual* discusses absentee voting procedures in detail.

**Where can MMA members receive more information?**

Members are encouraged to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or [legal@memun.org](mailto:legal@memun.org). Additional guidance is located on MMA’s “Coronavirus Updates and Resources” page at [www.memun.org](http://www.memun.org).

Maine Municipal Association  
Legal Services Department  
March 18, 2020

MUNICIPALITY OF \_\_\_\_\_

**Notice of Postponement of Secret Ballot Election and/or Referendum Election**

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), the Municipal Officers of the Town/City of \_\_\_\_\_ have postponed the secret ballot election and/or referendum scheduled for \_\_\_\_\_, 2020.

This notice is issued pursuant to LD 2167, enacted by the Maine Legislature March 17, 2020. The election/referendum is postponed to:

*Choose one:*

state date (day/month/year) at \_\_\_\_\_ (a.m./p.m.),  
\_\_\_\_\_ in said municipality with polls to open from \_\_\_\_ to \_\_\_\_.

a date to be determined by the municipal officers and noticed through posting of a warrant.

We have this day notified the inhabitants of said municipality for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said municipality:  
\_\_\_\_\_.

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Officers

Attest:

## **Updated Guidance The Coronavirus and Board Meetings**

On March 17, 2020, the Maine Legislature enacted emergency legislation (PL 2019, c. 617) temporarily authorizing remote participation at municipal board and committee meetings by board members and the public in light of the public health risks of COVID-19. As a result, MMA Legal Services has updated our guidance on these issues.

Although both MMA Legal Services and the Maine Attorney General's office have interpreted existing law to prohibit remote participation, this prohibition on remote participation has been temporarily lifted if certain conditions are met. Specifically, during the state of emergency declared by the Governor, a municipal board or committee subject to the Maine Freedom of Access Act (FOAA) 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 Maine's FOAA (1 M.R.S. § 406), and the notice includes the method by which the public may attend in accordance with paragraph C; (*Note: boards should also comply with local notice procedures if more stringent than those in the FOAA.*)
- B. Each board or committee member 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.

This legislation would allow board members to participate remotely and to limit public attendance to remote means.

### **Some considerations for board meetings:**

- Consider postponing non-essential meetings and agenda items, limiting business at board meetings to items necessary to continue municipal operations.
- Test equipment and technology well before the meeting at which remote access will occur to minimize disruption to public access and board operations. There are a number of video-conferencing and streaming applications that may be available for boards. Relocation to a meeting space with suitable technology could also be considered.
- Make an extra effort to provide a transparent process, by providing as much notice and information to the public as possible in advance of the meeting through all means available (e.g., website, postings, email updates, newspaper articles, cable television notices, etc.).

- Consider posting agendas as far in advance as feasible, even if not required by local rules.
- If technology is available, consider making an audio or visual recording of the meeting for later reference and/or posting on the municipal website.
- Under state law, the public does not generally have a right to participate in board or committee meeting unless the board has allowed public comment or local rules so require. However, during the COVID-19 related state of emergency, boards should consider taking extra steps to allow public involvement. For example, boards could provide methods for citizens to submit comments on agenda items before or after the meeting via email, phone, mail or other means.
- If both the board and public will attend via remote means, have a staff person physically present to troubleshoot technology issues and to communicate with citizens that may arrive in person.
- If it is necessary for board members or the public to attend meetings in person, take measures to protect health and safety by following all applicable CDC recommendations and the Governor's limitation to meetings of 10 or fewer persons. Also, consider other measures such as meeting in a larger space and dispersing seating to allow greater distance between attendees.

Members are encouraged to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or [legal@memun.org](mailto:legal@memun.org). Additional guidance is located on MMA's "Coronavirus Updates and Resources" page at [www.memun.org](http://www.memun.org).

Maine Municipal Association  
Legal Services Department  
March 19, 2020



## **Guidelines for Farmers Marketing Direct to Consumers Updated March 26, 2020**

The Maine Department of Agriculture, Conservation and Forestry understands that during this Covid-19 pandemic, producers and consumers alike want to know where to access fresh, safe foods. On March 24, 2020 Governor Mills issued a [proclamation](#) regarding businesses that provide essential services including agriculture and grocer[ies] during this time. Essential services include farmers' markets, farm stands and CSAs. These are direct-to-consumer (DTC) outlets that are critical food sources for many Mainers, including those living in rural areas and those using federal food benefits.

At all of these locations, the Department strongly urges taking steps to facilitate social distancing, providing hand sanitizer/washing stations for shoppers and vendors, and cease all food sampling. In this rapidly evolving situation, everyone should stay alert for emerging guidance from the [Maine CDC](#). The Department's [website](#) is also a resource. We caution everyone involved to practice excellent personal hygiene and to stay home if unwell. DTC outlets are also encouraged to exercise their best judgment on a case by case basis on whether and when to be open to the public.

### **Recommended Practices for DTC Sites:**

#### **Social Distancing:**

- Space vendors/booths as far apart as possible (indoor markets should consider having some vendors outside)
- Plan site layout to avoid bottlenecks (such as by keeping entrances to indoor markets clear)
- Limit vendors to those selling food, horticultural products, and soap during the civil emergency
- No musical performances, demonstrations, bistro tables, etc.
- Keep traffic flowing by encouraging quick transactions
- Post simple signage reminding customers to:
  - Wash all produce before consumption
  - Handwashing Reminder
  - Asking customers to remain home if they are sick, even with mild illness.
  - Leave 6' space between themselves and their nearest neighbor, including when waiting in line
- Establish processes to allow shoppers to order ahead, if possible.
- Do not allow onsite food consumption
- Maintain SNAP food access if applicable

#### **Sanitation:**

- Offer hand sanitizer and/or hand washing stations for customers and vendors
- Pre-package foods whenever possible ("grab and go" bags)
- No samples
- Ensure that staff handling money, vouchers, and credit cards wear gloves, and consider keeping separate staff for payments and product handling/packaging.
- Disinfect commonly touched surfaces regularly.
- Follow established disinfectant protocols (such as [these](#) from the National Pesticide Information Center)
- [Follow simple CDC rules for washing hands](#) and not touching faces.

# Town of Wayne

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836  
<http://www.waynemaine.org>

## Emergency Order

WHEREAS, the President of the United States and the Center for Disease Control (“CDC”), have urged the public to practice social distancing and not attend events where ten or more people will be gathered; and

WHEREAS, on March 15, the Governor of the State of Maine declared a Civil State of Emergency related to the spread of novel coronavirus disease 2019 (“COVID-19”); and

WHEREAS, on March 17, the Selectboard has declared a local emergency; and

WHEREAS, COVID-19 is easily spread from person to person through close contact, and cases of the disease are increasing in the State of Maine; and

WHEREAS, the risk of community spread of COVID-19 seriously impacts the life, health and safety of the public and public health is imperiled by the person-to-person spread of COVID-19; and

NOW THEREFORE, pursuant to the powers vested in Town through the statutes of the State of Maine, the Town of Wayne, and common law authority to protect the public’s health, safety and welfare in the event of an emergency, the Selectboard do hereby ORDER as follows:

- Town Office will be closed to General Public; Town Staff may elect to work from home remotely;
- All permanent full-time Town Office staff will continue to be compensated without using accrued time;
- Closure of all Town Facilities to the General Public(Town Office, Ladd Recreation Center, Fire Stations, Historic Properties);
- Cancellation/postponement of all non-essential meetings;
- Cancellation/postponement of all non-essential programming;
- The Selectboard delegates authority to any member to sign the municipal treasurer’s disbursement warrants, for wages and benefits only during the local emergency (see attached policy);
- The Selectboard rules will be amended to allow for remote participation and voting to ensure the continuity of government (see attached Town Attorney and MMA guidance memo);
- The final property tax installment due date of April 1<sup>st</sup>, 2020, will be postponed until May 1<sup>st</sup>, 2020 without any penalty;

# Town of Wayne

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

- No Town Meeting articles that will require public hearings (ordinance changes, new ordinances, etc.) will be allowed;
- **Notice of Postponement of Secret Ballot Election and/or Referendum Election Notice;**
- **If you have traveled out-of-state, out of the country, when you return, we encourage you to stay home and self-isolate for at least 14-days.**

This order shall remain in effect revoked by further order of the Selectboard. A reconsideration of this order will take place on Tuesday May 5, 2020 at 6:30 PM by Remote Participation Only.

Municipal Officers:

\_\_\_\_\_  
Donald Welsh

\_\_\_\_\_  
Trent Emery

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Lloyd Irland

\_\_\_\_\_  
Stan Davis

Attest:

\_\_\_\_\_  
Aaron Chrostowsky, Town Manager

Date: 3/30/2020

# Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

## Notice of Postponement of Secret Ballot Election and/or Referendum Election Notice

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), the Municipal Officers "**Selectboard**" of the Town of Wayne have postponed the secret ballot election and/or referendum scheduled for **Tuesday June 9, 2020**.

This notice is issued pursuant to LD 2167, enacted by the Maine Legislature March 17, 2020. The election/referendum is postponed to:

The Municipal Officers "Selectboard" will determine a date once the emergency is abated and noticed through the posting of a warrant.

We have this day notified the inhabitants of said municipality for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said municipality: The Town's website: [www.waynemaine.org](http://www.waynemaine.org), the Town's Facebook page, the Town Office, North Wayne Building "old Town Office", Ladd Recreation Center, Post Office, Bellafonda House, General Store, and Corner Store bulletin boards.

Dated: **March 31, 2020**

Municipal Officers  
"**Selectboard**"

\_\_\_\_\_  
Don Welsh, Chair

\_\_\_\_\_  
Trent Emery

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Lloyd Irland

\_\_\_\_\_  
Stan Davis

Attest:

\_\_\_\_\_  
Town Manager

# Town of Wayne

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836  
<http://www.waynemaine.org>

March 30, 2020

Dear Friends:

I am writing on behalf of the Selectboard as a result of this unprecedented public health emergency.

We are reaching out to you, to welcome you back to Wayne. We know many of you are leaving early to enjoy the beauty and safety of Wayne.

Gov. Janet Mills and Dr. Nirav Shah of the Maine CDC, has issued the following directive to our seasonal friends and visitors, ***“they must obey state and local emergency restrictions immediately upon arrival. If they are from high-risk areas – Metropolitan New York City, Long Island, Boston and New Jersey – they must self-quarantine for 14 days as soon as they open their Maine doors.”***

The Selectboard wanted to let you, know that the Town has resources available to you online: [www.waynemaine.org](http://www.waynemaine.org). We are here to help!

If you have any questions, please don't hesitate to contact me at (207) 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

Best,

Aaron Chrostowsky  
Town Manager

[Back to Web Site](#)

## Town of Wayne, Maine

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### Coronavirus Information

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FOR IMMEDIATE RELEASE: March 27, 2020

**Contacts:**

Don Welsh, Chair, Selectboard, (207) 685-4117, dtwelsh277@gmail.com

Aaron Chrostowsky, Town Manager, (207) 685-4983, townmanager@waynemaine.org

#### **Community Resources, Changes to Services, and Other Guidance**

WAYNE, Maine – As many businesses and organizations have shifted operations in response to the Governor's Executive Order(s) and best practices for social (physical) distancing, community organizations have stepped up to help provide needed services to people and businesses across the region. Community leaders are regularly meeting to assess the situation, evaluate needs and coordinate response to help ensure that everyone's basic needs are being met.

Below is a list of resources people can utilize as needed.

- **Emergency Services:** In the case of public safety (Fire, EMS, Police) emergencies dial 9-11. No disruption in services.
- **Cary Memorial Library:** has launched a virtual library
- **Charter Communications** (Spectrum) is providing free Internet to families for 60 days.
- **Kennebec Behavioral Health:** Mental Health and Substance Abuse issues; Conducting via Telemedicine.
- **Business Assistance:** Maine Department of Economic and Community Development developed the following worksheets: [Resources for Maine Business Impacted by COVID-19 Pandemic](#) and [Financial Resources in Response to COVID-19-related Closures and Economic Disruption](#) for Individuals and Sole-Proprietors.
- **Employee Rights Labor Poster:** [Paid Sick Leave and Expanded Family and Medical Leave Under The Families First Coronavirus Response Act.](#)
- **Maranacook Area Food Pantry:** Maranacook High School foyer, Monday through Friday, 9:00 AM – 3:00 PM.
- **Maranacook Area Schools Drive-Thru Meal Service:** Free Breakfast and Lunches for students/ children, Mount Vernon Elementary School, Mondays and Wednesdays, 7:00 AM - 9:00 AM.
- **Readfield Transfer Station:** Open with enhanced safety protocols. Special Hours for residents 65 and older. Thursdays from 10:00 AM to 2:00 PM.
- **Rural Community Action Ministry (RCAM):** Support families and individuals with housing, utilities, food, clothing, and other basic needs assistance. Leeds, ME, (207) 524-5095
- **Sexual Assault Crisis and Support Center:** 24-hour Hotline is fully operational.
- **Spectrum Generations:** Support for Older Adults, Meals on Wheels.
- **Sustain Wayne:** Bellafonda House Porch. Drop-off/ Pick-up Items. Non-perishable food items, paper goods, and books.
- **Unemployment Insurance:** Maine Department of Labor's worksheet on [Unemployment Insurance Frequently Asked Questions Regarding COVID-19.](#)
- **United Way of Kennebec Valley:** Volunteering Needs/Opportunities.

- **Wayne Aging at Home Committee:** Support for Older Adults. Contact Outreach Coordinator Pam Chenea at (207) 685-9378 or berryponder@gmail.com.
- **Wayne Community Church:** Pastoral Care. Contact Pastor Angela Rotherham at (207) 685-3505 or pastorwayneumc@gmail.com
- **Wayne General Assistance:** Help with basic needs, food, housing, and utilities. Contact Aaron Chrostowsky at (207) 685-4983 or townmanager@waynemaine.org.
- **Winthrop Food Pantry:** Open on Thursdays and following CDC and FDA guidelines. Contact Director JoEllen Cottrell at (207) 377-3332 or winthropfoodpantry@gmail.com.
- **Winthrop Hot Meals Kitchen:** Meals for Pick-up, Monday-Thursday at noon. Volunteers Needed for Food Prep, Clean-up and Delivery. Contact Steve Dodge at (207) 620-0488.

Other resources and opportunities will be shared as they are available.

### Changes to Services:

- **Ladd Recreation Center:** All programming and rentals are canceled/ postponed until further notice. Playground and basketball court will be closed until further notice.
- **Open Burning Permits:** Due to early spring conditions and concerns surrounding the COVID-19 outbreak that targets the respiratory system we are no longer issuing open burn permits. Thank you for doing your part and refraining from open burning.
- **Taxes:** The third and final installment due Wednesday, April 1, 2020, has been delayed until Friday, May 1, 2020.
- **Town Office:** The Town Office is now closed to the public. If you have any questions, please don't hesitate to contact the Town Manager at (207) 685-4983 for more information. Please leave a message. Please utilize our many [online services](#) whenever possible. Thank you for your patience and understanding.

### Other Guidance

- **Hotline:** For more information on Maine's response to COVID-19 and updated testing results, visit the Maine CDC website. Additionally, Maine CDC and 211 Maine have launched a new option for Mainers to get answers to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing [info@211maine.org](mailto:info@211maine.org).
- **COVID-19 Symptoms:** Include fever, shortness of breath, and lower respiratory distress. Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness. Health care providers will make the initial determination on whether COVID-19 testing is advisable. As appropriate, health providers will take samples and submit them to the Maine CDC.
- **Encourage You:**
  - Wash your hands with soap and water often for 20 seconds.
  - Cover coughs and sneezes.
  - Minimize travel whenever possible.
  - Maintain social distancing, a minimum of six feet.
  - Check on your neighbors and friends.
  - ***If you have traveled out-of-state, out of the country, when you return, we encourage you to stay home and self-isolate for at least 14-days.***
  - To go outside, enjoy the outdoors but be mindful of the 6-foot distance rule and be generous when passing other people.

As a reminder: people can sign-up to receive updates on the town website: [www.waynemaine.org](http://www.waynemaine.org) under the section marked "[Notify Wayne.](#)" This new email notification system will provide updates as they are available, as well as on the Town's Facebook page and community bulletin boards at Corner Store, General Store, Ladd Recreation Center, North Wayne Building "old town office", Post Office and Town Office,

Questions for municipal-related activities should be directed to Town Manager Aaron Chrostowsky, (207) 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

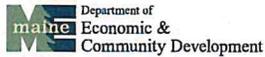
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 [Coronavirus \(COVID-19\): Small Business Guidance & Loan Resources](#)

- [!\[\]\(670f60e8222eba38b237ad283cff2cfc\_img.jpg\) \*\*Maine CDC - Novel Coronavirus 2019 \(COVID-19\)\*\*](#)
- [!\[\]\(46f0e7080c73ce2f33255638516527dd\_img.jpg\) \*\*US CDC - Coronavirus \(COVID-19\)\*\*](#)
- [!\[\]\(d71647fd7996d0dc196a2dcdf8a65e49\_img.jpg\) \*\*WHO - Coronavirus disease \(COVID-19\) Pandemic\*\*](#)
- [!\[\]\(f7c17f07edfda45fec31189c915516a7\_img.jpg\) \*\*Wash Your Hands Fact Sheet\*\*](#)
- [!\[\]\(e8d6897d38e0ad3e774dc1d879e4ef93\_img.jpg\) \*\*Share Facts About Coronavirus\*\*](#)
- [!\[\]\(6f722b4f6b438b757018a02aa6730639\_img.jpg\) \*\*Coronavirus Fact Sheet\*\*](#)
- [!\[\]\(2342510a6ef2bf49ad7f1825f7ddb358\_img.jpg\) \*\*Sick with Coronavirus Fact Sheet\*\*](#)
- [!\[\]\(3c05219fbb2fb8eaeb1f6926b025c49b\_img.jpg\) \*\*Emergency Order\*\*](#)
- [!\[\]\(ef811d82efadd22af4723ea316e241b6\_img.jpg\) \*\*Unemployment Insurance FAQ - COVID Response\*\*](#)
- [!\[\]\(c73021c66f38b2700b9ecdcf3bc51275\_img.jpg\) \*\*Financial Resources in Response to COVID-19-related closures and economic disruption\*\*](#)
- [!\[\]\(eac306ec3d822d468d2da49cb1995f8e\_img.jpg\) \*\*Resources for Maine Businesses Impacted by COVID-19 Pandemic\*\*](#)
- [!\[\]\(deb05333e8acc625c7fa2656f1a332ee\_img.jpg\) \*\*Charter Communications \(Spectrum\) Supporting Schools Students and Communities\*\*](#)
- [!\[\]\(44d49e7ba3a08123b9532cc0cd33c742\_img.jpg\) \*\*Employee Rights Labor Poster\*\*](#)

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Maine Department of Economic & Community Development

## Resources for Maine Businesses Impacted by COVID-19 Pandemic

We strongly encourage businesses and consumers to contact your lending institution first. Many lenders are restructuring loans, delaying payments, etc. to help during this time.

### Federal

#### U.S. Small Business Administration

##### Economic Injury Disaster Loans

- Up to \$2 million in assistance
- Can be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact
- Long-term repayments in order to keep payments affordable, up to a maximum of 30 years

##### More Information

Phone: 1-800-659-2955 (TTY: 1-800-877-8339)

Email: [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)

Website: [www.SBA.gov/disaster](http://www.SBA.gov/disaster)

#### Families First Coronavirus Response Act - H.R. 6201

- Includes \$15 million for tax credits for paid sick and paid family and medical leave
- Provides employees of employers with fewer than 500 employees who have been on the job for least 30 days up to 12 weeks of job-protected leave under the Family and Medical Leave Act

##### More Information

Maine Department of Labor

Phone:

Email:

Website: <https://www.maine.gov/labor/covid19/>

**State resources on page 2**

## State

### Finance Authority of Maine (FAME)

**OLA @ 50%:** In partnership with our lending institutions, FAME would approve ANY OLA loan that comes through deemed "COVID-19" at a 50% insurance rate.

**FAME Direct Loan:** When borrower cannot obtain loan from lending partner, offers a decreased interest rate and decreased fee schedule

**FAME Direct Loan – SBA INTERIM:** While SBA disaster relief loans take 3 to 4 weeks to fund, FAME could essentially prefund their loan to get funds to Maine businesses sooner.

#### More Information

Phone: 1-207-623-3263 or 1-800-228-3734 (TTY: 207-626-2717)

Website: <https://www.famemaine.com/>

### State of Maine Loan Guarantee Fund

- Funded through Emergency Legislation
- Financial Authority of Maine (FAME), backed by the State of Maine, will guarantee loans to individuals made by banks and credit unions
- For Maine resident who is an employee, self-employed person, sole proprietor, "1099" worker, or other individual who has experienced a loss of income due to circumstances related to the novel corona virus known as COVID-19
- Allows bank or credit union to process loan requests more quickly, provides for no-interest loans, and means lending institution cannot turn down request based on the creditworthiness of individual applicant

#### More Information

1-800-872-3838 or 1-800-541-5872 (outside of Maine)

Email: [business.answers@maine.gov](mailto:business.answers@maine.gov)

**The State is marshalling resources and options including flexibility through the Unemployment system and financial assistance through FAME loan guarantees for companies of all sizes. The situation is very fluid. Check the Governor's website often for updates. <https://www.maine.gov/governor/mills/covid-19>**

### Supporting local partners

**Maine SBDC** – Business advisors located throughout the state provide free, confidential advice.

You can request advising on the website. <https://www.mainesbdc.org/>

**SCORE** – A free, volunteer-led service, SCORE has both general business mentors and subject area experts at chapters around the state. <https://www.scoremaine.org/>

### Questions?

We are happy to field questions through Business Answers at 1-800-872-3838 or via email at [business.answers@maine.gov](mailto:business.answers@maine.gov).





Maine Department of Economic & Community Development

## Financial Resources in Response to COVID-19-related closures and economic disruption

*Business Information Sheet #1 – Individuals and Employees*

We strongly encourage businesses and consumers to contact your lending institution first. Many lenders are restructuring, delaying payments, etc. to help during this time.

### Helping individuals and the self-employed through short term loans.

The State of Maine has established a limited Loan Guarantee Fund through Emergency Legislation for helping individuals who have experienced financial distress.

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#### What it is:

Working with Maine's financial institutions like banks and credit unions, the Financial Authority of Maine (FAME) will guarantee loans to individuals made by banks and credit unions. The financial institution makes the loan but FAME (backed by the State of Maine) takes on the obligation to repay the loan if the individual who borrowed the money cannot do so. This allows the bank or credit union to process loan requests more quickly, provides for no-interest loans, and means the financial institution cannot turn down a request based on the credit-worthiness of the person applying for the loan. The program is designed as a short-term solution for cash flow distress due to COVID-19-related circumstances and funds are limited.

#### Who it is for:

Anyone living in Maine who is an employee, self-employed person, sole proprietor, "1099" worker, or other individual who has experienced a **loss of income** due to circumstances related to the novel corona virus known as COVID-19.

#### When funds will be available:

Under this program, banks and credit unions may begin making loans to individuals with the expectation of the loan guarantee right away. The fund sunsets on December 31, 2020.

#### How much an individual can borrow:

An individual who meets eligibility criteria may apply for up to 3 loans (once a month for up to three months), each equal to their monthly after-tax pay, up to \$5,000, minus unemployment benefits received. For sole proprietors or self-employed people, the eligible amount is based upon the most recent monthly after-tax revenues, up to \$5,000.

## Where and How to apply:

- (1) contact your financial institution to find out if they are participating in this Loan Guarantee Program;
- (2) be prepared to demonstrate need by providing the following two pieces of documentation:

- A pay stub or bank statement indicating earned income in any 3 months prior to March 1, 2020; AND
- A sworn affidavit from you stating:
  - You are currently living in the State of Maine; AND
  - You have experienced a reduction in income likely due to circumstances related to the novel corona virus known as COVID-19; AND
  - You are not receiving a loan from any other financial institution through this program; AND
  - The amount per week of unemployment compensation benefits you have received, if any, during the period of March 15, 2020 – December 31, 2020; AND the amount per week of unemployment compensation you are eligible to receive, if any, during the period of March 15, 2020 – December 31, 2020.

## Why:

This program is designed to ease both the financial and psychological distress of anyone living in Maine who are experiencing loss of income and have no ability to absorb this loss. Individuals who have access to other sources of support are encouraged to use those instead and to only access this program if needed, to keep funds available for other Mainers who need the help, as funds are limited.

## The Fine Print:

- The good news: Loans made under this program are interest-free during the 90-days after receiving disbursement of the loan (the grace period) and the 180 days following this grace period. In other words, from the time a loan is disbursed to an individual in need, the individual has nine months interest-free to repay the loan.
- The bad news: After that nine months, the lending institution may charge interest or fees in accordance with the financial institution's lending policy and the terms of the loan agreement.
- The good news: no payments are due during the 90-day grace period.
- The bad news: you must repay the loan in full not later than 180 days after the end of the 90-day grace period by making at least 3 and no more than 6 equal installment payments.
- The good news: there is no penalty or fee for pre-payment or early payment of the loan.

## Unemployment:

Recent legislation was passed to support workers and businesses impacted by COVID-19 by enhancing Maine's existing unemployment insurance program. If a worker is unsure if they would be eligible for unemployment insurance, the Maine Department of Labor recommends that the worker apply.

More information on Unemployment Insurance can be found here: <https://www.maine.gov/unemployment/>  
Claims can be filed on-line or by phone at <https://reemploy.me.maine.gov/accessme/faces/login/login.xhtml>  
**1-800-593-7660**

## Still have questions?

We are happy to field questions through Business Answers at **1-800-872-3838**  
or via email at [business.answers@maine.gov](mailto:business.answers@maine.gov).



# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

**[dol.gov/agencies/whd](https://dol.gov/agencies/whd)**



WH1422 REV 03/20

Governor Mills' COVID-19 emergency legislation (LD 2167), which was enacted by the Legislature and signed into law March 18th, included temporary measures to enhance the flexibility of the Unemployment Insurance (UI) program in order to support workers and businesses economically impacted by COVID-19, the novel coronavirus. These measures will help relieve the financial burden of temporary layoffs, isolation, and medically-necessary quarantine by making unemployment benefits available to individuals whose employment has been impacted by COVID-19. This helps not only individuals, but also employers by helping them retain their workforce and stabilizing local economies.

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The legislation temporarily revises eligibility requirements to include situations not typically covered, such as:

- An employer temporarily ceases operation due to COVID-19
- An individual is quarantined with the expectation of returning to work once the quarantine is over

Please note, the legislation is not intended to provide sick leave or short-term disability payments.

The legislation also waives the work search requirement for individuals still connected to their employer and waives the one-week waiting period so that benefits will be available sooner. In addition, any benefits paid under these provisions would not affect the employer's experience rating record.

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## FAQs: FOR EMPLOYEES

### Unemployment Process

#### **1. I'm now on unemployment due to a COVID-19 lay-off. Do I still have to do work search?**

**A.** Due to the widespread impact of COVID-19 and the volume of temporary business closures, as of March 23<sup>rd</sup>, MDOL is waiving the work search requirement for all individuals on unemployment through May 14. This is consistent with the current duration of the temporary emergency unemployment insurance provisions enacted by the Legislature and signed into law by Governor Mills on March 18, 2020. **Individuals still need to file a weekly claim** in order to get unemployment payments.

#### **2. What do I do if I call and there are long wait times?**

**A.** MDOL is receiving a great number of calls about unemployment benefits. If your work was impacted by COVID-19 in the last week (since March 15<sup>th</sup>), but you were unable to submit a claim for unemployment benefits, your claim will be accepted during week of March 23<sup>rd</sup> as well. Claims are accepted online 24 hours a day, seven days a week. You can also view answers to Frequently Asked Questions online [www.maine.gov/unemployment](http://www.maine.gov/unemployment). If your question isn't answered there, you can submit a new question through the online Customer Message Portal (CMP). Questions are being answered as quickly as possible though there is a significant wait period. An unprecedented number of Mainers have been impacted by COVID-19 and we appreciate your patience.

**3. What if I don't have a computer or access to the internet?**

A. If you do not have access to a computer or the internet, you can call 1-800-593-7660 between 8 a.m. and 12:15 p.m. Monday-Friday.

**4. I'm using my phone to try to apply for unemployment. Why can't I see the whole page?**

A. It's best to use a desktop, laptop or tablet to file for unemployment rather than a cell phone.

**5. Can I reset my password without having to call the MDOL claims phone and wait a long time?**

A. You should be able to do so. Currently the system allows two attempts to enter your password correctly. If you fail to provide the correct password a third consecutive time, your account will be locked and can only be unlocked by an unemployment representative. If you are unsure of your password or have entered your password incorrectly twice, use the "ForgotPassword" or "Forgot Username" links provided.

As long as you have activated the email address that was associated with the account when the account was created, you can click on the "Forgot Password" link underneath the login boxes to have a new temporary password generated and sent to the email address on file in your account. Refer to the link below for instructions on how to activate your email if you have not done so already. You will be able to use this temporary password to log in and will be prompted to set up a new password, personal to you, at that time. For more information, please visit the ReEmployME Login Information page at <https://www.maine.gov/unemployment/remelogin/>

**6. Do I have to wait to get unemployment benefits?**

A. For claims filed under the new, temporary emergency unemployment legislation, the "waiting week" has been waived as of the date of the Governor's Emergency Declaration on March 15, 2020. Initially, it may take up to 10 to 14 days to receive a payment as we need to program the unemployment claim system to carry out the emergency law changes. *You will not lose any benefits* as a result, but you may receive multiple payments in the first week after the programming changes have been completed. After this, individuals filing for benefits can expect to receive payments weekly as long as weekly claims are filed timely and people remain eligible to collect benefits.

**7. If someone is out of work due to childcare and school closures, what is the unemployment process?**

A. The individual should file for unemployment (online is the best way, available 24/7). MDOL will review the application and make a determination on a case by case basis about eligibility. Individual must be able and available to work and stay in contact with the employer.

**8. I have filed an unemployment claim through the online system, but I can't tell whether my claim has been accepted and I didn't get a receipt showing I applied?**

A. Due to an unprecedented volume of claims, at the moment it might take two days for the claim to show up on your account. For your records, please print or take a screenshot of the final confirmation page where the screen says the claim has been successfully submitted so that you have proof that we received it. (Usually, in times of lower volume claims, the new claim would show in the individual's portal account within 24 hours. With high volumes, it is taking longer for every item to post to accounts.)

**9. What will be the duration of these new UI benefits?**

A. The same as regular unemployment benefits at any other time, a maximum of 26 weeks. If individuals are in a year of already receiving some unemployment, they may have already used up some of those 26 weeks. During times of high unemployment, extended benefits may be available based on guidance from federal partners. *(We will update this information if there are changes at the federal level.)*

**COVID-19 Separation from Employment**

**10. How do these new UI measures address an employee who is out sick with the virus?**

A. The new UI measures are not intended to provide sick leave or short-term disability payments. To receive unemployment, the employee must be able and available to work and maintain contact with the employer.

**11. What if I am asked by a medical professional or public health official to quarantine as a result of COVID-19, but I am not sick?**

A. If you are following guidance issued by a medical professional or public health official to isolate or quarantine yourself as a result of exposure to COVID-19 and you are not receiving paid sick leave from your employer, you may be eligible to receive unemployment benefits. You must be able and available to accept any work offered by your employer that would not cause you to break isolation or quarantine, and you would need to make sure that your employer has your current contact information.

**12. My boss just announced that my business must temporarily close and that everyone will be laid off until it reopens. Can I collect unemployment benefits and do I have to look for work until we reopen?**

A. If the business is being temporarily closed as a result of the impact of the COVID-19 virus and you are expected to return to work once the business reopens, you may be eligible for unemployment benefits. The work search requirement has been waived. You would not have to look for work as long as you remain able and available to work for your employer and make sure your employer has your current contact information.

**13. My boss is allowing me to take an unpaid temporary leave of absence because I am considered high-risk of the COVID-19 infection if I stay at the office, though I am not sick now. Would I be able to collect unemployment benefits until I am able to go back to work?**

A. You may be eligible for unemployment benefits during a temporary, unpaid leave of absence if you are expected to return to your job at the end of the leave. You must remain able and available to work for your employer and make sure that your employer has your current contact information. In addition, you do not have to get documentation from a health professional.

**14. What if my employer goes out of business permanently as a result of COVID-19?**

A. You may be eligible for and should apply for unemployment benefits (available through online system 24/7).

**15. Can someone be covered by unemployment for reduced or part-time work?**

A. Yes, Maine has unemployment coverage for part-time work. The individual should file for benefits and MDOL will review and determine if the individual is eligible for partial benefit based on number of hours worked.

**16. If I have to quit, will I be able to get UI benefits?**

A. It depends. MDOL will need to make a determination based on the facts of each situation once a claim for benefits is filed. MDOL cannot provide a definite decision prior to the separation from a job.

**17. What if my employer says there is no work for me and I am not getting paid, but tells me I am not “laid off?” Can I get unemployment?**

A. If you are not working and not being paid, MDOL encourages you to apply for unemployment.

**18. The new legislation includes those who “need to care for a dependent family member as result of COVID-19.” What does that mean for a person?**

A. It depends. An individual should apply online for unemployment and MDOL will review and make a determination on a case by case basis. Under the new legislation, during such a temporary leave of absence, an individual may be eligible for unemployment if that individual continues to remain able and available to work for and maintains contact with the relevant employer.

**Employee unemployment insurance coverage**

**19. How are “per diem” workers affected?**

A. Per diem workers are covered under unemployment as long as they meet monetary eligibility, are able and available to work and stay in contact with their employer. They should apply for unemployment; their application will be reviewed and MDOL will make a determination.

**20. What about someone who just started working this year at a new job? Will the person be covered under these measures for unemployment? How long does the individual have to work to qualify?**

A. Eligibility for unemployment depends on wages earned over the last five full calendar quarters. Four consecutive quarters within that timeframe must have earnings of at least \$5,140.74 and two of the four quarters must have earnings of at least \$1,713.58. These amounts are set annually based on the average weekly wages earned by Maine workers. The amount of benefits and the length of time someone can collect are based on how much you earn. For more information, please visit <https://www.maine.gov/unemployment/claimsfaq/>.

**21. What is the maximum UI benefit and what is the average UI benefit?**

A. The maximum weekly benefit amount is \$445.00. The average weekly benefit amount is roughly \$340.00.

**22. Are immigrants eligible for UI?**

A. If immigrants are authorized to work in the U.S. and lose their job due to COVID-19, they should apply for unemployment (preferably through the online system, available 24/7). MDOL will review the claim on a case-by-case basis and make a determination about eligibility.

**23. Can I get unemployment if I receive Social Security?**

A. Yes, MDOL does not offset benefits for Social Security payments.

**24. Can college students who have lost work study jobs get unemployment?**

A. Generally, students who are in work study jobs are not (unemployment) covered employees. However, there may be special circumstances that could be considered if students also had other employment beside

work study. Please file an unemployment claim through the online system (available 24/7): [www.maine.gov/unemployment](http://www.maine.gov/unemployment).

**25. If my employer continues my health insurance while I am on temporary layoff or leave, will this affect my UI benefits?**

A. No, this will not affect your weekly unemployment benefits.

**26. I was just about to start a new job and my new employer does not want me to start it yet. Can I collect unemployment insurance?**

A. It depends. You should file a claim for unemployment. MDOL will review your employment history and make a determination about eligibility.

**27. Is unemployment insurance available for hourly school workers?**

A. Governor Mills signed an Executive Order (15 FY 19/20) on March 19<sup>th</sup> ordering that all school districts continue to pay their hourly school employees for the duration of this school year. These employees will not be eligible for unemployment insurance because they will be receiving their regular pay, a preferable situation.

## FAQs: FOR EMPLOYERS

### **Coverage & Eligibility**

**1. If I must temporarily close part or all of my business operations due to the COVID-19 virus and lay off my employees, will they have to look for other work while they are collecting unemployment benefits?**

A. No. As long as you plan to return them to their jobs when you resume operations, and provided they remain able and available to work for you and provide you with current contact information by which to reach them, they will not have to seek other work.

**2. Can an employer who needs to temporarily lay off employees because of COVID-19 continue to pay health insurance premiums for the employee during the layoff period or will that negatively impact the employees' unemployment benefits?**

A. Continuing to provide health insurance will not impact your employee's ability to receive unemployment benefits.

**3. What if an employer is considering a reduction in work hours?**

A. Employers are encouraged to contact MDOL's Bureau of Unemployment Compensation to learn about Workshare, an unemployment option that helps businesses retain their workforce during a temporary slowdown in work. The program allows employers to voluntarily reduce the hours of staff in lieu of layoffs. Employees of the business are allowed to collect a partial unemployment benefit to help them offset the loss of income. (<https://www.maine.gov/unemployment/workshare>)

**4. Is it better to lay off employees than have employees resign?**

A. It is easier to determine unemployment eligibility in the case of a layoff because there is a clear separation from work. To be eligible for unemployment, individuals must lose their jobs through no fault of their own.

**5. Will self-employed, sole proprietors be covered?**

A. If the self-employed are incorporated, they will be eligible for unemployment benefits. However, most independent contractors, small business owners and other self-employed individuals are not incorporated, do not contribute to unemployment taxes and are not eligible for unemployment benefits. The new UI legislation does not change this. *(There may be Congressional action that provides "disaster unemployment assistance" that could help and we will update this answer as soon as information is available.)*

**6. To what extent are the changes in the new bill applicable to people who work for large (500+ employees) employers?**

A. Temporary measures in the new legislation are for all covered workers in the state.

**7. I am a Direct Reimbursement employer and do not currently pay unemployment tax. Does anything in the new unemployment measures change this situation for me?**

A. There's no change for direct reimbursement employers under these temporary measures. As a direct reimbursement employer, you are still required to pay the cost of any unemployment benefits paid to employees who receive unemployment benefits under these temporary measures.

**8. If an employer lives in Maine and owns a restaurant in New Hampshire and has employees who live in both states, in which state do the employees apply for unemployment?**

A. The work is being performed in NH so all claimants (workers) will need to file claims in NH regardless of their individual residences.

**9. Is an employer required to have employees exhaust all paid time off before putting them on temporary layoff (after which they will apply for unemployment)?**

A. No. Employers are not required to pay out all paid time off before a layoff, but they are allowed to do so. Use of leave time during a temporary layoff depends on an employer's policies. The employer may require use or payout of leave time. Payments received by employee may have an impact on unemployment benefits paid to an individual.

**10. Is it possible to find out if an employee is eligible for unemployment before the person files a claim?**

A. No, MDOL can't determine whether an individual would be eligible for unemployment before that person separates from the employer. An individual must separate from their employer and then file a claim. MDOL reviews the case to make a determination. If an individual is not sure whether they would be eligible, it is best to apply. The individual must still be connected to the labor market in order to receive benefits, be able and available for work and retain contact with the employer.

### **Financial**

**11. Will my experience rating record be affected if any of my employees receive unemployment benefits because of COVID-19?**

A. If an individual receives unemployment benefits due solely to COVID-19, benefits paid to the worker would not be charged against the experience rating record of the employer.

**12. I have laid off my employees and they have requested that their paid time off (PTO) is paid out to them. Will this affect their unemployment benefits?**

A. If the employees have been truly laid off and are separated from you, their employer, then the payout of PTO will not count against unemployment insurance benefits. If it is an unpaid leave of absence due to COVID-19 measures, employees can apply for and receive unemployment benefits. If employees are receiving pay for a leave of absence (in any of these forms: sick leave, vacation pay or regular wages), they are not unemployed and would not collect UI on top of their earnings.

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### **MDOL/Bureau of Unemployment Compensation Contact:**

If individuals are unsure if they would be eligible for unemployment insurance, the Maine Department of Labor recommends that they apply. More information on unemployment insurance can be found here:

<https://www.maine.gov/unemployment/>

Claims are best filed online at:

- <https://reemployme.maine.gov/>
- 1-800-593-7660

For more information and resources, visit the Department's COVID-19 page: <https://www.maine.gov/labor/covid19/>, and follow the Maine Department of Labor on Facebook @MElabor and Twitter @maine\_labor.

(Ver 6 Mar 25)