

Submitted by:

*Adele M Suggs*

Adele M. Suggs  
Admin Asst

**TOWN OF PHIPPSBURG  
EMERGENCY SELECTMEN'S MEETING MINUTES**

**March 23, 2020**

Approved by Selectmen:

*Just* 4/29/20  
*[Signature]* 4/29/20

The Emergency Selectmen's meeting convened at 5:01 p.m. with Selectman Nixon, Selectman Young, and Selectman House present.

**I. Unfinished Business**

1. Reconsider strategies to provide a safe and healthy work environment and public services in light of the pandemic Covid-19, and newest information about exposure.

*Selectman Nixon stated that there was a community member who was tested in the doctor's office for the Coronavirus, but it is not a confirmed case. In light of that the board wanted to meet to see if the plan that is currently in place still makes sense and if any adjustments need to be made. The board ran the information up the EMA chain of command – local, Sagadahoc & State EMA to get some guidance. The guidance that came back is basically what we are currently doing; Self-monitoring, keeping up with hygiene suggestions, disinfecting, limiting exposure to the public and large groups of people and confidentiality for those people with medical information, and any exposure alert to employees in the workplace. There were a lot of unknowns this morning and we're in a better place than we thought. Currently the building is closed to the public and trying to provide as much service as we can, via internet, telephone and the drop box out front to help limit the exposure to people in the building and the employees in the building. Selectman Nixon feels no need to change that at this time. He also sought some information about being able to work remotely. There are some technical concerns – anti-virus/malware, computers not town owned, no transfer of files and setting up a two factor authentication to verify access attempts. Selectman House feels it would open up their home computers to Freedom of Information requests and not appropriate for us to be putting the employees at risk for that on their personal machines. Selectman Young stated that if remote access was to the machines in Town Hall, there would be no town information stored on their home computers. If this decision is made it will be by the Board. The Town Administrator has a town owned laptop and she is the only one set up to work remotely and the security pieces are in place for that machine. The other employees that worked home today worked on town business but didn't log onto town computers. If the Board decides to do something different we would need to see what the guidelines are before we go remotely. Right now Lee Rainey comes in and works downstairs, so he's all by himself. Administrator Jones had sent out a proposed schedule about working from home and here to keep face to face interaction down. Selectman Nixon feels that doesn't solve anything; they are still sharing the bathroom, kitchen and common areas. There's still a need to clean and disinfect. Selectman Young stated that*

Submitted by:

*Adele M Suggs*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

*John 4/29/20*  
*John 4/29/20*  
*Jay 4/29/20*

**TOWN OF PHIPPSBURG**  
**EMERGENCY SELECTMEN'S MEETING MINUTES**  
**March 23, 2020**

*someone needs to be in the building to answer the telephone during working hours and it could be done in shifts from home and office and it would cut down on the face to face interaction with other people. This could be another plan as we continue on. Selectman House thinks things should remain the way they currently are with employees coming to work. There is plenty of space. The main office space could be limited to one person, Lee is fine downstairs, John is in and out, and Juanita and Amber can stagger their days in the office. Selectman Mixon is concerned about not having a work from home policy, i.e. town report. Adele could be relocated into the Conference Room. Selectman House doesn't like so many people having remote access. If Adele is fine working on her personal computer at home than Selectman House is OK with it also as long as the thumb drive she uses goes through Ian before putting back in a Town computer. Selectman House will call Juanita to see what she would like to do. Setting up a work station in the conference room would give another person an area to work and still keep one person in each space. The plan is to still remain closed to the public, man Town Hall with one person in each space, possibility of relocating Adele, and Selectman House will call Juanita about staggering her hours. Lisa is elected so it's her call whether to come into work or work from home.*

**II. Selectmen/Administrator Comments and Announcements:**

*Selectman House announced there are food bags at the Fire Station. If anybody needs one please call Town Hall, the Fire Station, or the Select Board. We can deliver or you can pick them up, whichever is easiest. She also has a contact if anyone is in need of pet food.*

*Selectman House suggested writing an email to Gary Best expressing concern about the amount of people coming into town and going to Popham.*

*The Transfer Station attendants are doing well. We would ask that if you have something to go into the Swap Trailer, please hang onto them until the trailer is opened back up again.*

**Adjournment**

**Vote: At 5:28 p.m. Selectman Young motioned to adjourn which was seconded by Selectman House and passed by a vote of 3-0.**