

Submitted by:

Adele M Suggs

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Admin Asst

Approved by Selectmen:

4/29/20
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**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
March 25, 2020**

The Selectmen's Meeting convened at 5:01 p.m. at the Town Hall with Selectman Mixon, Selectman Young, Selectman House and Administrator Jones present.

I. New Business

1. Consider the request by Victoria Boundy of Casco Bay Estuary Partnership and Ruth Indrick of Kennebec Estuary Land Trust that the Town of Phippsburg act as Fiscal Agent for a Social Resilience project funded by the Coastal Communities Grant.

Administrator Jones said the application needs to be sent in tomorrow. A letter needs to be written in support of the project and that the Town will act as Fiscal Agent. This project is new; its organizations seeing how they are working together or not working together in the face of crisis. They are looking to improve social resilience. Administrator Jones said it's an excellent project. Selectman House stated that the Town has been fiscal agents with Ruth multiple times.

Vote: Selectman Young motioned to act as the Fiscal Agent for the Social Resilience Project above, which was seconded by Selectman House and passed by a vote of 3-0.

Vote: Selectman House motioned to appoint the Town Administrator as the representative for the Town, which was seconded by Selectman Young and passed by a vote of 3-0.

II. Unfinished Business

1. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19.

Selectman Young had emailed a discussion sheet to everyone. Selectman House agrees with what he wrote. Phase I has already been put in place which is limit public access, sanitizing and social distancing. The Governor's latest release emphasized working from home through remote access. Using that as guidance, Selectmen Young contacted Ian Bugler regarding remote access security. Nobody is going to be able to log in unless they have the right password and the IP address from the individuals computer; it will fail after a certain number of tries. Two ways this can work - 1) to allow the three staff members to use their own PCs at home or 2) purchase three refurbished laptops at about \$250 each for access; this price includes Ian's cost for setting them up. They would have nothing on them but remote access and virus protection. He can have them to the employees by Friday afternoon or Monday.

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He would limit access to only keyboard, screen and mouse. There's no possibility of transferring any files. He's also going to install two step authentications which will verify employees' access attempt. He will load this factor authentication onto each employee's cellphone. Ian uses the Sysco Application on his own computer at home when accessing other clients and he's very comfortable using it. There is no cost for the program, however, it will cost him about \$300 to come down and meet with the employees, and use their cellphone to set up the two factor authentication. So for approximately \$1,200 the Town can purchase 3 laptops so folks can work from home remotely and we'll have three computers to use in the future. This would help Juanita keep on track and be able to go into the office on Monday's. Lee Rainey and Amber have cellphones that the Town helps pay for so they can receive calls at home, and Lisa is also willing to accept calls at home. Selectman House reminded that the employee's cannot have anyone from the public at their house.

The phone system at Town Hall has been set up so people can call in and leave messages. Lisa is checking on a daily basis and forwarding all messages as necessary. The main console is at Lisa's desk; there is no mechanism to send the messages to the right person so this is the only phone that can be used to collect all messages in the general mailbox.

Selectman Young's personal feeling is that he is good with the security and these laptops and will let Ian know the outcome of tonight's meeting. Selectman Mixon stated that if the employees are using Town-furnished laptops he doesn't feel the two step authentication process is necessary. It costs approximately \$300 to set it up, but once it's set up it's done. Administrator Jones feels they need to consider the extra security in light of COVID. The question was raised as to which account the monies would be coming out of to furnish these laptops - response was there are funds available in Tech Capital and that would be the most logical.

Vote: Selectman Young motioned to go into Phase III of the Coronavirus Response Plan, which is to allow the non-essential employees (Lee, Amber, Lisa & Adele) to conduct business from their home by remote access to the Town Hall computers in adherence with the remote accessing security plan in the Response Plan, spending up to \$1,200 from the Technical Capital Account, which was seconded by Selectman House.

Selectman Mixon asked when this would be implemented. Selectman Young responded Monday if that was acceptable to the Board, which it was, or whenever they become available. They could be available on Friday, but the two-step authentication piece may take a few more hours to set up.

Motion passed by a vote of 3-0.

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Selectman Nixon re-stated that no original files should leave Town Hall while working remotely from home.

Administrator Jones is working on setting up Zoom. There is a cost to it, but initially it's free. Selectman Young asked Administrator Jones to explain how it works. With this service you can only record one meeting at a time; you cannot stream two. Someone would have to be at Town Hall, with a laptop and the camera on. Gary would have to set up like he does for the Selectmen's meeting which is basically pushing the button when he sees the picture come up; this has been discussed with Ian so Gary wouldn't get kicked out. It's a month to month contract and the Town can cancel at any time. This service will be cancelled once the emergency situation has passed. One person is the host and invites people to attend a meeting, there is a passcode and you can use the audio on the computer or a telephone call in. External speakers can be used if necessary for better quality in hearing. The camera will be providing the public interface. Administrator Jones is still figuring out the set-up and invitation process and would like to test it out before going live with it. Anticipation is that Zoom will just be used by committee members to conduct the meetings without all being in the same room. Only anticipated meeting now is for the Budget Committee to meet one more time to complete the budget process. If there are any other meetings that need to be held Administrator Jones would be the go to person to set up these meetings. Once the process is outlined, the Board can send it to the Committee's and state that the Selectmen are discouraging any meetings unless it is absolutely necessary. The Shellfish Commission is dependent on conservation hours. They could meet in the parking lot, log the fact they were there, and receive credit. Administrator Jones will let Dean know and also include Shellfish Committee members that have email. Selectman House would like to see the Town reach out to the businesses in town who apply for liquor licenses as that is a timely item for them and the Board can sign them now if they would like to proceed.

Selectman Young asked about Town Meeting and Elections - he would like to make a decision early to go with a different date. Selectman Young was thinking of having the Municipal Elections on June 9th to coincide with the General Elections and have Town Meeting on June 10th & June 11th. West Bath probably won't talk about their Town Meeting until next week and we do not know about RSU 1. We will have to notify the public about postponing the election and then start collecting Absentee Ballots like we would if the election was going to be in May, but could accept them just before the General Election.

Vote: Selectman Young motioned to postpone Municipal Elections until June 9th to coincide with the General Election and have Town Meeting on Wednesday, June 10th and Thursday, June 11th if needed. Candidate's Night would be held one week prior on Monday, June 1st, which was seconded by Selectman House after notifying the school to see if its' available. Motion

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John 4/29/20

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for 4/29/20

passed by a vote of 3-0.

III. Selectmen/Administrator Comments and Announcements:

Municipal Nomination Papers Available – Due back , March 27th at 5:00 p.m.

Selectman House asked how nomination papers are to be returned. Administrator Jones believes they can be left in the drop box outside, but will also talk with Lisa Wallace.

Something will also be placed on the webpage.

Selectman House announced that she has food bags and if anyone needs pet food she has a contact for that. Call Town Hall, the Fire Department or her and leave your name and number; they can be delivered. She has a volunteer that will go to Wal-Mart, Shaw's or even to the Transfer Station if you need that. Contact Town Hall and we will give you his name and number.

Selectman Mixon stated that there was a lot of traffic down at Popham. He did reach out to Gary Best at Parks & Lands. He has routed the Town's concerns up to the management team and they are paying attention to particular traffic and visitor patterns.

There are no plans in the works to restrict use or close the park. The best resource to get the latest information is the Parks & Lands Website, www.parksandlands.com.

Currently there is no staff so the park is not manner or patrolled and there are no services available. However, the gate is open. If the Board has anything further they feel Mr. Best should know they will bring it to his attention to help the team make their decisions.

IV. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

Vote: Selectman Mixon motioned to review and sign Payroll and Accounts Payable Warrants, which was seconded by Selectman House and passed by a vote of 2-0.

Selectman Young did not vote because he did not have a chance to review the warrants in detail prior to the meeting.

Selectmen Meetings will continue to start at 5:00 p.m. during this COVID-19 situation.

V. Executive Session.

1. Meet in Executive Session per Title 30 M.R.S.A. 406 A to discuss a personnel matter.

Vote: At 5:49 p.m. Selectman Young motioned to adjourn into Executive Session to discuss a personnel matter, which was seconded by Selectman House and passed by a vote of 3-0.

Adjournment