

Submitted by:

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Adele M. Suggs
Admin Asst

Approved by Selectmen:

DM 5/6/20

JS 5/6/20

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
April 1, 2020**

The Selectmen's Meeting convened at 5:02 p.m. at the Town Hall with Selectman Mixon, Selectman Young, and Selectman House present.

I. Adjustments

Vote: Selectman House motioned to put #3-Consider Comp Plan Secretary rate under New Business, which was seconded by Selectman Young and passed by a vote of 3-0.

II. New Business

1. Consider removing heavyweight road exemptions.

Selectman Mixon talked with the Road Commissioner earlier today. He's gone all around town and looked at the roads; overall they're in pretty decent shape and most of the frost is out. There are one or two spots that are still questionable, but he anticipates with the upcoming rain forecast that will pull most of the frost out. Mr. Doughty feels that if we lift the exemptions on Saturday at midnight he could remove the signs on Sunday. Selectman Mixon feels the Board needs to give Mr. Doughty a little flexibility if he comes across a road or two that just aren't ready and allow him to be able to keep that road posted. He will give the Board that list of roads on Sunday and post it as soon as we can on the website Monday morning.

Vote: Selectman Young motioned to lift the heavyweight road exemptions as of midnight on Saturday, with the stipulation that if the Road Commissioner finds any roads on Sunday that still need to remain posted to protect the road, he has the authority to do that. Vote was seconded by Selectman House and passed by a vote of 3-0.

2. Consider selling recently replaced Fire Department Brush Truck by sealed bid.

Vote: Selectman House made a motion to table this item.

When she spoke with the Fire Chief he was just asking about the process, but not ready to start the process yet. They may still use the truck until the spring or early summer.

Selectman Young seconded this motion and tabled by a vote of 3-0.

3. Consider Comp Plan Secretary rate.

There is a town employee that has been identified that is willing to take on this position. Originally the Board was looking at a rate of \$15, but the Town is paying the rest of the administrative staff \$17. Selectman Young doesn't have a problem with \$17. Only one person submitted an application and that was Shana.

Vote: Selectman Young motioned to hire Shana Ferrara as the Comp Plan Secretary at a rate of \$17, which was seconded by Selectman House and passed by a vote of 3-0.

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III. 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 did some research. He would like to know whether there is a requirement that we do letters of essential needs for the employees. Selectman House had spoken to Chief Skroski on this and feels it is not necessary. MMA has produced a list of who they feel are essential employees for municipalities – law enforcement, emergency management, fire, EMT, 911 call center staff, waste water programs, water systems, mass transit, transportation support and maintenance staff, staff supporting essential public works facilities and operations, road cleaning (which would take care of Curtis and the road crew), solid waste removal (which covers the staff down at the Transfer Station), elections personnel and other programs. The municipality is required to continue to

administer general assistance programs, process tax payments, deal with code enforcement and animal control issues, pay bills, issue permits and licenses, deal with personnel matters and process payroll. Selectman Young stated that is actually what is happening now with people working from home as much as they can. According to Juanita the Assessing Association for Maine has said that assessing is also an essential function.

The next item is Zoom and are we going to conduct our weekly meetings going forward by Zoom. There will be no live feed but it can be recorded and available for people to be able to watch it. It can be uploaded to Cable TV but not sure if it can be on the streaming site.

Selectman House feels that the Selectboard meetings should be limited to every other week, unless something comes up and they have to meet. Selectman Mixon & Selectman House would like them to continue face to face.

Vote: Selectman Young motioned for the Selectmen to meet every other week in person at Town Hall, at 5:00 p.m. unless an emergency comes up, beginning Wednesday, April 15th which was seconded by Selectman House.

Selectman House will discuss with Lisa about signing and scanning the warrants electronically. Passed by a vote of 3-0. The office will update the website.

Next are remote meetings – Currently on the website there are no meetings listed. One of MMA's recommendations is to postpone non-essential meetings and agenda items, limiting business and board meetings to items necessary to continue municipal operations. Selectman Young prefers that committees meet only if there are items that are necessary for municipal operations. Selectman Mixon stated that the Board needs to make sure that if the committees do meet all committee members have access to a computer and there is a coordinated effort for advertising so the public can have access.

The individual committees will make the decision on whether a meeting is necessary.

The Town Zoom Account will be used for all remote participation; the Town Administrator will be the coordinator. The host must adhere to the emergency legislation. Notice to the public needs to be in accordance with the Freedom of Information Act and the method by which the public can attend. Each board or committee member must be able to hear and speak to all

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members during the public proceeding and members of the public attending the proceeding can hear all members participating at other locations. Public participation can be by telephone, video, electric or other similar means of remote participation. All votes taken during the public proceeding will be taken by roll call vote. The host shall make arrangements for the meeting with the Town Administrator at least one week in advance. They should provide date, time, and method of joining the meeting. The host shall provide an agenda to post prior to the meeting so members of the public know whether they wish to participate and the host shall record the meeting through Zoom and provide a copy to the Town Office. Selectman Young will email Gary to see if recording the meeting is possible. Selectman Mixon believes Mr. Morong can. This process will need to be worked out with Administrator Jones and to see if she is comfortable with this policy. Selectman Mixon suggested that Administrator Jones reach out to the committee/board chairs to see if any of them are concerned about using/having access to their internet and computer from home or lack thereof. Again, these will only be emergency meetings to conduct municipal operations. In the meantime, Selectman Young feels an email needs to go out to the committees stating that more technical information is coming but not to schedule any meetings until the Administrator gets in touch with them. Selectman Young will draft an email.

Vote: Selectman House motioned to adopt the Remote Meeting Policy for stay at home order, with any necessary changes, which was seconded by Selectman Young and passed by a vote of 3-0.

All links will be updated on the website.

Selectman House announced that they haven't officially cancelled Clean-up Day, but they will probably have to. There was talk about having folks clean up in front of their own homes. It may be re-scheduled – more to come.

Selectman Mixon mentioned that he did receive a flyer from the EMA Office and read the flyer aloud so people could be aware of a community check in program. It's a great program and he urges anyone interested to check in with the County EMA Office. This information will also be posted on the website.

Selectman Young asked about documenting of the selectmen's time. Selectman Mixon believes the county guidance is that if you have a great deal of time expended above and beyond the normal time, even though there may not be a cost associated with it, it is recommended that those hours be tracked, i.e. emergency meetings, EMA & Health Officer time, PPE, and Ian's time installing remote access. Still not sure what the reimbursement may look like; usually a \$3,300 threshold. All costs will be tracked on a master spreadsheet kept at Town Hall.

The Transfer Station is doing well. There is no more swap trailer. Please hold onto anything that you want to go into that trailer until the trailer can be re-opened. There is some signage down there that was put up on Saturday specifying drop and go, handling your own materials, and maintaining physical distance. A "slow" sign will also be installed into the main area from the driveway.

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IV. Selectmen/Administrator Comments and Announcements:

Monday June 1st - Candidates' Night

Tuesday June 9th - State Primary & Municipal Elections

Wednesday June 10th - Annual Town Meeting

Thursday June 11th - Day 2, Annual Town Meeting (If needed)

Selectman Mixon stated that Monday, June 1st, is tentatively Candidates' Night for municipal elections at the school; Tuesday, June 9th, State Primary & Municipal Elections (tentatively); Wednesday, June 10th, Annual Town Meeting, and Thursday, June 11th, Day 2, Annual Town Meeting (If needed).

Selectman House still has food bags so if anyone needs them call Town Hall and leave a message; they are being checked daily. The bags will be dropped off. Also if you need pet food she has a resource for that.

Selectman Young stated that there was a fox incident down in Sebasco on Stonewall Drive. It was night time and the fox tried to get into the individual's house. The fox was killed and it has been sent out for testing. Be aware that they're still out there.

V. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

2. Selectmen's Meeting Minutes for February 5th and 12th, 2020

Vote: Selectman Young motioned to review and sign Payroll Warrant 99 and Accounts Payable Warrant 100 above as well as Selectmen Meeting Minutes for February 5th and 12, which was seconded by Selectman House and passed by a vote of 3-0.

Selectman Mixon announced that the site walk scheduled for Saturday with the Planning Board has been cancelled and will be re-scheduled.

Adjournment

Vote: At 5:43 p.m. Selectman House motioned to adjourn which was seconded by Selectman Young and passed by a vote of 3-0.