

Submitted by:

*AmL*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

*AmL 5/13/20*  
*Mixt 5/13/20*

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
May 6, 2020**

*The Selectmen's Meeting will convene on Wednesday at 5:00 p.m. at the Town Hall with Selectman Mixon, Selectman Young, Selectman House and Administrator Jones via Zoom present.*

**I. Unfinished Business**

1. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19: Planning Board Meetings, Popham Wharf lease extension.

*Not a lot has changed in the last week. Selectman Mixon gave an update on the Popham Wharf project. Currently the Town of Phippsburg is in year 5 of a 20 year lease down at Atkins Bay adjacent to Fort Popham. The town has raised both town and grant money for the repairs and work. There was a snag with one of the grants as the town did not have 25 years left on the lease with the State. The selectmen do not have the authority, without voter approval, to enter into a contract like that. Since Town Meeting has been delayed there is a window that is closing to be able to receive that grant money, which means the project may look truncated compared to what it is today. There are a lot of moving parts to this. Everyone is in favor of the project and it benefits the Town of Phippsburg to be able to use the facility down there in more ways. It benefits the fishermen, there would be more room, it would allow vessels access to a float and ramp, a picnic area at the Fort, the parking area would be increased, there would be defined parking spots for the working waterfront, the ability for a bus to come in and offload/load passengers, and it will all be ADA compliant. If an agreement cannot be put in place by mid to late July we will miss the window for the season to be able to start work this winter which was the goal. We may have to push this project out a year. The other option would be to start the project and do less, however, if we re-apply next year and started to spend some of that money this year, there would be less money to match, so there would be less funds available to the town. State officials have been contacted to see if there is a remedy to allow this project to continue. Selectman House asked if it was possible to get this on the ballot with the state referendum on July 14<sup>th</sup>. Selectman Mixon responded by saying that it has been discussed and will continue to be discussed. There would need to be a public hearing, via Zoom, within 30 days prior to the ballots being issued. The town attorney stated that this is a viable option and is checking to see if there would be any other snags if we went forward with this. Selectman Young feels that this should move forward and be on the ballot July 14<sup>th</sup> as the elections are still going to be held on the 14<sup>th</sup> according to the State's guidance. The question is whether having it on the 14<sup>th</sup> will meet the grant window deadline. The ballots would need to be ready by the 13<sup>th</sup> of June. The public hearing could be held at the June 3<sup>rd</sup> selectmen's meeting. The next grant cycle is July 1<sup>st</sup> which is the deadline that has to be met. Administrator Jones was advised to go forward and possibly get a two week extension for the referendum vote. If the July 1<sup>st</sup> grant cycle is not met the engineer would have to go back to his*

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*estimates. Selectman Young is going to check in the Town Meeting Manual to check if there is a time limit on when the public hearing needs to be held. Meanwhile work with continue with the state to get the deadline moved out. The state has given the town a draft 30 year lease agreement for review, just in case we need to push the project out a year so wouldn't be in the same situation as we are now. Administrator Jones has been in touch with MMA to see about separating the article for the referendum and the Municipal Officer's Election from the rest of the warrant and the town attorney is helping too. This type of meeting has never been done before and the Board wants to make sure the process is understood.*

*Selectman Young spoke with the Town Clerk today about elections and asked her to check to see if the school would be available on July 14<sup>th</sup> for social distancing and keeping people separated. He also highly recommends the purchasing of 4 new voting booths so they can be spread out around the gym. The company will let us order them now and pay for them in July. There are also 2 plastic booths that can be used so there could be a total of 6 booths. Items will be wiped down and sanitized. It was recommended for the voters to bring their own ink pens to vote with. Another thing to consider is a physical barrier for the registrars to keep the 6' distancing in place.*

*There was a request from the Planning Board to use the Conference Room to hold a Planning Board Meeting and establish a quorum. Any applicants or members of the public can log in virtually to this meeting; the meeting will also be live streamed on camera.*

*Selectman Young brought up, as discussed last week, the possibility of doing the articles by secret ballot if it gets to that point. He has a couple of issues that he would like the Board to think about. First it will be in the new fiscal year. With this type of voting you can't raise or lower the printed amount in a funding article and no discussion can be had; it's either a yes or no. He would like to see the Town Meeting held in September if the current executive order goes above 50 people. The Board does not like a secret ballot Town Meeting as it does not work well. Town Meeting is on hold for now. Discussions of various options will be had going forward.*

*Selectman Yoing asked Administrator Jones about getting input from the town employee's on a plan to submit to the Selectmen for opening the office for business on June 1<sup>st</sup>.*

*Selectman Mixon asked the status of the plexiglass being put up at the front desk. Administrator Jones replied that Lisa Wallace and Adele Suggs had this action item to get in touch with Coastal Glass and that it's in the works.*

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

*Selectman House reported that there are still trash bags available at the Fire Department for people to use for road clean-up. There are also still plenty of food bags available and we can get more. Please reach out to us; we can deliver.*

*Mike Young announced that the Transfer Station Monday hours are from 8-4 not 10-6 as the sign states. The sign will be changed.*

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*Selectman Mixon reminded that people need to handle their own debris at the Transfer Station. The attendants are doing a great job assuring that everyone tries to stay 6 feet apart from each other. It is asked that you drop and go. The Swap Trailer is out of commission until it can be opened back up and people are allowed in small spaces again. As it gets busier down there we just need to remind people of these things.*

*Selectman House asked if the Administrator had any updates on the compactor; she left a message with them today. She feels there must be some sort of hold up and Tom will get back in touch with her.*

**III. Public Forum:**

*Gary Morong, via Zoom, stated that there is some discussion at the State level about some libraries opening up June 1<sup>st</sup> with limited services. They have come up with a safe way to quarantine the books when they get returned. The Library Board may try to meet by the end of the month to make a decision; however, he's waiting to see how things are going to play out. They could meet in the library as the room is big enough to keep social distancing and they would offer Zoom to anyone else or any member who wishes to participate. The committee will come up with a plan so they can open safely.*

**IV. Review and/or Sign:**

1. Selectmen's Meeting Minutes for April 1<sup>st</sup> and 13<sup>th</sup>, 2020
2. LPI Alternate - Job Description

**Vote: Selectman Young motioned to approve and sign the above Selectmen Meeting Minutes and the LPI Alternate Job Description which was seconded by Selectman House and passed by a vote of 3-0.**

*The Board received an email complaint about letting people in Center Store. They can only let so many people in at a time according to the Executive Order. As the days goes on and the store gets busier the walk up window will be used so there will not be too many people in the store at one time.*

*Selectman Young reported that he is going to be distributing flags to Legion members this weekend to put out on the graves. He will place them out in back of Town Hall in garbage bags that will be clearly labeled so they won't be mistaken for trash.*

**Adjournment**

**Vote: At 5:37 p.m. Selectman Young motioned to adjourn which was seconded by Selectman House and passed by a vote of 3-0.**